

MARYLAND FOREST SERVICE

FILES MAINTENANCE/DISPOSITION MANUAL

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* The above signatures constitute legal approval of the records retention schedule contained in this manual.

FOREWORD

Information accumulated in the records of any organization is essential to its efficient and successful operation. A sound plan for the management of records is recognized by decision-makers and records personnel in industry, business, education, and government. All State agencies are directed by law to provide for the establishment of records management programs.

The purpose of this Manual is to provide Maryland Forest Service personnel with uniform filing practices and records management procedures. Every effort has been made to make the Manual a practical and usable guide for all offices. The Manual is to be used as a guide to improve existing filing methods and to establish new files.

Planning and organizing agency files can be a wasted effort unless they are maintained day-by-day according to maintenance procedures outlined and discussed in this Manual. Without proper maintenance, reference service becomes poor, the filing system deteriorates, and papers become lost, or difficult to find.

The Manual establishes uniformity in filing methods throughout the entire organization. The use of these uniform recordkeeping practices will: (a) increase the current value of the records; (b) facilitate the disposition of records no longer needed; (c) facilitate the preservation of records having historical significance; and (d) result in other administrative advantages.

This Manual is divided into nine major sections. Section "O" includes objectives, policies, responsibilities, definitions, abbreviations, and the records system. Section I outlines files maintenance procedures. Section II includes files disposition procedures. Section III describes the various types of filing equipment and related supplies used to house files. Section IV lists all the exhibits used in the records maintenance and disposition program. Section V includes the topical outline. Section VI describes the master file plan with the related retention requirements and filing instructions. Sections VII and VIII include the numerical and subject indexes.

FILES MAINTENANCE/DISPOSITION MANUAL

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FILES SUBJECT OUTLINE

MAJOR CATEGORIES

501. The major subject categories are further subdivided into forty-nine (49) related primary subjects, which are broken down into secondary, and quaternary subjects as the volume of records is required.

FILE CODESFILE SUBJECTS

502.

1000ORGANIZATION/DIRECTION

1100

Advisory Commission

1200

Controls

1300

Directives Management

1400

Environmental Impact Statements

1500

External Relations

1600

Forestry Boards

1700

Legislation

1800

Organization

1900

Planning

1900A
thru
1900Z

(Reserved for Future Use)

2000ADMINISTRATIVE SERVICES

2100

Budget Management

2200

Data Processing Systems

2300

Fiscal Management

2400

Fuel Management

2500

Office Management

2600

Procurement Management

2700

Property/Space Management

FILE CODEFILE SUBJECTS

2800

Records Management

2900

(Reserved for Future Use)

2900A
thru
2900Z

(Reserved for Future Use)

3000AIR RESOURCES

3100

Air Pollution Control

3200

Meteorological Support Services

3300
thru
3900

(Reserved for Future Use)

3900A
thru
3900Z

(Reserved for Future Use)

4000HUMAN RESOURCES

4100

Manpower Utilization Programs

4200

Personnel Management

4300
thru
4900

(Reserved for Future Use)

4900A
thru
4900Z

(Reserved for Future Use)

5000LAND RESOURCES

5100

Forest Management

5200

Forest Products Utilization/
Marketing

5300

Forest Soils

5400

Land Management

5500

Mineral Management

5600

Multiple Use Management

5700

Recreation Management

5800

Urban/Community Forestry

5900

Watershed Management

FILE CODE

5900A

5900B

5900C
thru
5900Z6000

6100

6200

6300

6400

6500

6600
thru
69006900A
thru
6900Z7000

7100

7200

7300

7400

7500

7600

7700

7800

7900

7900A
thru
7900ZFILE SUBJECTS

Wildlife Management

Other Land Resource Uses

(Reserved for Future Use)

PROGRAM SERVICES

Aid Programs

Emergency Operations

Engineering Operations

Information/Education Services

Research/Experiments

(Reserved for Future Use)

(Reserved for Future Use)

PROTECTION/CONTROL

Air Operations

Fire Management

Insect/Disease Control

Law Enforcement

Noise Control

Pesticide Use/Control

Recycling

Solid Waste Management

(Reserved for Future Use)

(Reserved for Future Use)

FILE CODES

8000

8100

8200

8300

8400

8600

thru

8900

8900A

thru

8900Z

FILE SUBJECTS

WATER RESOURCES

Water Management

Water Quality

Water Supply Systems

Waste Water Treatment

(Reserved for Future Use)

(Reserved for Future Use)

600-699

MASTER FILE PLAN

Together with related retention periods and filing instructions, the attached table lists, outlines, and describes coded subjects maintained by the agency throughout the State.

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1100	<u>ADVISORY COMMISSION</u> Use for correspondence/other materials with commission members relating to meeting arrangements, member assignments, and other related activities.	ARF-3	
1105	<u>Minutes (Meeting)</u> File chronologically by year date.	A-P Send to HR after 12 year accumulation.	
1110	<u>Resolutions</u>	A-3	
1200	<u>CONTROLS</u> Use for records of controls on overall functional performance by audits, reviews, and inspections.	ARF-6	
1205	<u>State Audits</u> File A-Z by subject.	ARF-3	
1210	<u>Federal Audits</u> File A-Z by subject.	ARF-3	
1215	<u>Internal Audits</u> Use for materials/reports relating to internal audits by the agency and Department of Natural Resources. File A-Z by subject.	ARF-3	
1220	<u>Federal Program Reviews</u> File A-Z by program and year date.	ARF-6	
1225	<u>Field Reviews</u> File A-Z by project and year date.	ARF-6	
1230	<u>Functional Inspections</u> File A-Z by subject.	ARF-6	
1235	<u>General Program Reviews</u> File A-Z by region and year date.	ARF-6	
1240	<u>Regional Reviews</u> File chronologically by year date.	ARF-6	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
245	<p><u>Special Reviews</u></p> <p>Use for materials/reports relating to fiscal irregularities, fire critiques, fire control equipment/property, and other similar activities.</p> <p>File A-Z by subject.</p>	ARF-6	
250	<p><u>Meetings</u></p> <p>Use for external, internal, staff, and public meetings; correspondence with associations and organizations relating to meeting arrangements and other related activities.</p> <p>Note: If meeting is part of a special program or subject, file by the appropriate subject designation.</p>	ARF-3	
1	<p><u>Minutes</u></p> <p>File chronologically by year date, and cutoff by calendar year.</p>	ARF-P	Send to HR after 9 years' accumulation.
1255	<p><u>Reports (Administrative)</u></p> <p>Use for materials/correspondence and management narrative, administrative, historical, statistical, and other <u>recurring</u> reports with more than a single subject and too <u>general</u> to be classified under more specific subjects. Nonrecurring and specific reports must be filed under the appropriate subject designations.</p> <p>File A-Z by report title and year date.</p>	ARF-P	Send to HR after 9 years' accumulation.
1	<p><u>Recurring/Annual Reports</u></p>	ARF-3	
2	<p><u>Short-Term Reports</u></p> <p>Use for records/reports, such as daily, weekly, monthly, quarterly, semi-annual reports, etc., which are incorporated into recurring and continuing reports described in file #1255.</p>	ARF-3	
3	<p><u>MARS</u></p> <p>Use for records/materials relating to <u>Multiple Accomplishment Reporting System</u> generated by computer.</p> <p>Note: Store in bookcase, open shelf, or other suitable filing equipment. Do not intermingle with subject files.</p>	Retain until superseded,	then destroy.

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
4	<p><u>Situation Reports</u></p> <p>Use for reports submitted when required by the occurrence of a specific event or action.</p>	ARF-3	
5	<p><u>Federal Annual Reports</u></p> <p>Use for materials/reports received or created by the agency.</p> <p>File A-Z by program or project and year date.</p>	ARF-3	
1300	<p><u>DIRECTIVES MANAGEMENT</u></p> <p>Use for materials relating to proposed, approved, denied, or existing internal/external regulations; instructions for internal operation and functional performance; clarifications; official directives--issued by the central, and regional offices and by outside agencies, departments, and offices--such as procedures, policy memoranda, operation orders, bulletins, circulars, special orders, joint issuances, and other formalized statements; and official internal/external rules/regulations which establish official policy and regulate or direct present and future operations.</p> <p><u>Note:</u> All internal/external directives issued by Forest Service, DNR, and DOP must be kept in loose-leaf binder(s) apart from the filing equipment. <u>Manuals/Handbooks</u> are considered as "Nonrecord Materials" and must not be part of the <u>Subject File(s)</u>.</p>	ARF-3	
1	<p><u>Requests</u></p> <p>Use for correspondence relating to requests for manuals, handbooks, guides, etc.</p>	ARF-3	
1305	<p><u>External Directives</u></p> <p>Issued and created by other State agencies, departments, and local governments, and originated outside the agency, including DNR.</p> <p>File A-Z by name of issuing agency, department, or office.</p>	Retain until superseded and/or action completed, then destroy	
1310	<p><u>Internal Directives</u></p> <p>Issued by headquarters, regional offices, and joint intra-departmental agencies.</p> <p>File A-Z by type of directive and numerically by assigned number.</p>	Retain until superseded and/or action completed, then destroy	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1315	<u>Instructions/Bulletins</u> Use for materials published outside the agency. Case file A-Z by agency.	ARF-3	
1400	<u>ENVIRONMENTAL IMPACT STATEMENTS</u> Use for materials and impact statements required by Maryland Environmental Policy Act (1973) for proposed agency actions affecting the natural and socioeconomic environment, including air, land, water, and living resources in the private, local, state, and federal sectors. (For engineering projects, see file #6320.)	Retain until superseded and/or action completed, then destroy.	
1405	<u>State</u> File A-Z by type of activity, and include in the appropriate approved project as needed.	ARF-3	
1410	<u>Federal</u> File A-Z by type as needed.	ARF-6	
1415	<u>Private</u> File A-Z by type of activity.	ARF-3	
1420	<u>Other States</u> File A-Z by state.	ARF-3	
1425	<u>Reports (Impact)</u> Use for informational and statistical reports prepared for internal uses and compiled for agency submissions. File A-Z by report title, and year date.	ARF-P Send to HR after 12 Years' accumulation.	
1500	<u>EXTERNAL RELATIONS</u> Use for records internally and externally created and/or received by associations, agencies, institutions, boards, committees, commissions, societies, clubs, unions, councils, symposia, and other organized bodies, including materials relating to organizations, meetings, memberships, bylaws, constitutions, and reports of such bodies.	ARF-3	
1	<u>Accidents/Injuries</u> Use for materials/correspondence/summaries relating to accidents and injuries sustained by non-State personnel using	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send T SRC After Yrs. (4)
	agency property and facilities. (For State employees, see file #4270-3.)		
2	<u>Commendations</u> Use for letters from public commending and praising the agency and personnel in general. Letter referring to a specific employee must be filed in the appropriate individual folder. (For personnel folders, see file #4245.)	ARF-3	
3	<u>Incident Reports</u> Use for special incidents, events, happenings, occurrences, or situations occurring inside and/or outside the agency and involving agency and non-agency personnel. (See file #4245.)	ARF-6	3
1505	<u>Federal Agencies</u> Case file A-Z by name of agency.	ARF-3	
1510	<u>Local Governments</u> Case file A-Z by agency.	ARF-3	
1515	<u>Other Countries</u> Case file A-Z by foreign state.	ARF-3	
1520	<u>Other States</u> Case file A-Z by state.	ARF-3	
1525	<u>State Agencies</u> Case file A-Z by name of agency.	ARF-3	
1530	<u>Public Organizations</u> Includes private and public organized groups, such as societies, symposia, associations, and unions, clubs, institutions, and other youth and adult groups, including local, regional, state, and national organizations.	ARF-3	
1535	<u>State Legislature(s)</u> Case file A-Z by name of committee or subcommittee.	ARF-3	
1540	<u>Federal Legislature</u> Case file A-Z by name of committee or subcommittee.	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE 1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1545	<u>Other Committees</u> Includes statutory, advisory, interagency, and liaison committees, excluding Maryland Forest Service Advisory Commission. (See file #1100.) Case file A-Z by name of committee or subcommittee.	ARF-3	
1550	<u>Interdepartmental Agencies</u> Case file A-Z by name of agency.	ARF-3	
1555	<u>International Groups</u> Case file A-Z by name of organization.	ARF-3	
1600	<u>FORESTRY BOARDS</u> Use for correspondence/other materials with board members relating to meeting arrangements, member assignments, and other related activities. Case file A-Z by name of board.	ARF-3	
1605	<u>Minutes</u> File chronologically by year date, and cutoff annually.	ARF-P	Send to HR after 12 years' accumulation.
1610	<u>Membership Records</u> Case file A-Z by surname. <u>Note:</u> Close each case upon approval or disapproval of next commission.	Retain 3 years	and until termination of member, then destroy.
1700	<u>LEGISLATION</u> Use to file copies of acts, bills, excerpts, laws, proposals, ordinances, and summaries created and/or received by the agency, including related correspondence.	ARF-3	
1705	<u>State</u> File A-Z by subject, and year date.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1710	<u>Federal</u> File A-Z by subject, and year date.	ARF-3	
1715	<u>Local Governments</u> File A-Z by city, town, municipality, or county jurisdiction.	ARF-3	
1720	<u>Other States</u> File A-Z by state.	ARF-3	
1725	<u>Other Countries</u> File A-Z by foreign country.	ARF-3	
1730	<u>Legislative Proposals</u> Including both State and Federal proposals. File A-Z by subject.	ARF-6	
1735	<u>Resolutions</u> Use for resolutions adopted by Maryland General Assembly, U.S. Congress, and other legislative bodies, and councils, including related correspondence. File A-Z by State, Federal, or local council.	AR-3	
1740	<u>Digests/Reports</u> Including review drafts, registers, and reports. File chronologically by year date.	ARF-3	
1800	<u>ORGANIZATION</u> Use for materials relating to administrative structure, functions, delegations, objectives, goals, duties, responsibilities, management improvements, and to manning and workload analysis.	ARF-6	
1805	<u>Organizational Responsibilities</u>	ARF-6	
1	<u>Organizational Changes</u> Including requests and approvals.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<u>Organizational Charts</u> Including staffing charts.	ARF-P	
3	<u>Workload Measurements</u> Includes materials relating to man/hour expenditures for assigned functions.	ARF-6	
1810	<u>Authority Delegations</u> Use to file letters of authorization, acting assignment, acting capacity, work assignment, understudy designation, including special designations, and other temporary assignments.	ARF-6	
1815	<u>Objectives</u> Includes present and future operating plans and projected goals.	ARF-P	Purge obsolete material
1820	<u>Policy/Precedents</u> Includes records which establish official policy or direct present and future operations.	ARF-P	
1825	<u>Decisions (Legal)</u> Use for materials relating to formal legal interpretations, decisions, opinions, and other case rulings. File A-Z by originator or name of agency.	ARF-P	
1830	<u>Management Improvements</u> Use for materials on management projects, employee suggestions, studies, or surveys. (For incentive awards suggestions and recommendations approved or denied, see file #4215-1; and for workload analysis and specific operating or functional improvements, see file #1205.)	ARF-3	
1900	<u>PLANNING</u> Use for materials relating to specific and general project and program planning, such as daily, weekly, monthly, quarterly, and yearly work schedules and plans.	ARF-6	Or until superseded, whichever is sooner.
1905	<u>Work Plans</u> Use for all <u>annual</u> work plans and programs, including Federal plans and programs. File A-Z by plan, board, region, or program; number folders consecutively; and cutoff annually.	Retain until superseded, then destroy.	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1910	<p><u>Work Schedules</u></p> <p>Use for weekly, bi-weekly, and monthly work schedules and plans required for regional and field personnel.</p> <p>File A-Z by surname, and cutoff annually.</p>	Retain until superseded, then destroy	
1915	<p><u>Long/Short Range Plans</u></p> <p>Use for materials/plans required by State legislature.</p> <p>File chronologically by year date.</p>	10	
1920	<p><u>Other Work Plans</u></p> <p>Use for materials/plans created by other States and agencies.</p> <p>File A-Z by State or agency.</p>	Retain until superseded, then destroy	
2100	<p><u>BUDGET MANAGEMENT</u></p> <p>Use for working and supporting papers and records used for planning, and preparing budgets, including development, enactment, and execution of legislatively approved budgets. (For fiscal management relating to financial activities of the agency, see file #2300.)</p>	ARF-3	
1	<p><u>Guidance/Criteria</u></p>	ARF-3	
2	<p><u>Reports</u></p> <p>Use for informational and statistical reports/records measuring and reporting the financial results of the work programs carried out under approved budgets. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	ARF-3	
2105	<p><u>Budget Estimates</u></p> <p>Use for records of initial preparation and development of budgets; budget forms numbered #1 through #10, including budgetary reminders and notes.</p> <p>File A-Z by program and fiscal year, and cutoff every fiscal year.</p>	ARF-3	
2110	<p><u>Budget Requests</u></p> <p>File chronologically by fiscal year. Subdivide by program as needed.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2115	<u>Budget Allotments</u> Use for correspondence relating to budget allotments, allocations, and allowances, including personnel requests. File chronologically by fiscal year.	ARF-3	
2120	<u>Budget Amendments</u> Use for correspondence relating to inter/intra transfer of appropriated funds within and between programs and objects, including budgetary revisions and adjustments. File A-Z by program and fiscal year.	ARF-3	
2125	<u>Budget Cuts</u> Use for materials relating to the proposed and enacted legislative programs included in the agency budget; legislative hearings, queries, replies, and rebuttals; and other related activities. (For general records on legislation, see file #1700.) File chronologically by fiscal year.	ARF-3	
2130	<u>Annual Budgets</u> Includes actual operating budget plans approved by State legislature. File chronologically by fiscal year.	ARF-9	
2200	<u>DATA PROCESSING SYSTEMS</u> Use for materials relating to electronic and automated data processing systems, services, equipment, and other forest data applications, including forest crops and products. <u>Note:</u> For applicable filing method(s), see Paragraph 105.	ARF-3	
2300	<u>FISCAL MANAGEMENT</u> Use for materials, correspondence, and records relating to the fiscal functions of the agency. <u>Note:</u> Do not include records relating to the development, enactment, execution, and reporting of the fiscal budget. (For budgetary activities, see file #2100.)	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1	<p><u>Reports (Financial)</u></p> <p>Use for externally received informational reports relating to appropriated, transferred, obligated, received, expended, dispersed funds, including financial summaries, reviews, statements, and estimates. (For administrative/annual reports, see file #1255.)</p> <p>File chronologically by fiscal year.</p>	ARF-3	
2305	<p><u>Collections</u></p> <p>Includes correspondence relating to receipts accrued by the agency, including reimbursements and certificates of deposits.</p>	ARF-3	
1	<p><u>Deposit Certificates</u></p> <p>File chronologically by fiscal year.</p>	ARF-3	
2	<p><u>Fire Claims</u></p> <p>Use for collectible fire expenses incurred by agency personnel in suppressing fires caused by private and public individuals and organizations.</p> <p>File chronologically by fiscal year. Subdivide into paid or unpaid fire claims as needed.</p>	ARF-3	
3	<p><u>Fire Claims/Counties</u></p> <p>Use for collectible fire expenses incurred by agency personnel in suppressing fires in the various county jurisdictions.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
4	<p><u>Fire Claims/Railroads</u></p> <p>Use for collectible fire expenses incurred by agency personnel for suppressing fires caused by various railroad companies.</p> <p>File A-Z by railroad company and by fiscal year.</p>	ARF-3	
5	<p><u>License Fees</u></p> <p>Use for forest products operators' licensing fees collected yearly. (For forest products operators, see file #5240.)</p> <p>File chronologically by calendar year.</p>	ARF-3#	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
6	<p><u>Roadside Tree Fees</u></p> <p>Use for collectible expenses incurred by agency personnel for supervising tree work along public highways, streets, roads, rights-of-way, including tree work for utilities, private and public individuals and organizations.</p> <p>File A-Z by name of utility and by fiscal year. Subdivide into private or public shade tree owners as needed.</p>	ARF-3	
7	<p><u>Tree Expert Fees</u></p> <p>Use for tree expert licensing fees collected yearly. (For Licensed Tree Experts, see file #5810.)</p> <p>File chronologically by calendar year.</p>	ARF-3#	
2310	<p><u>Employee Accounts</u></p>	ARF-3	
1	<p><u>Checks</u></p> <p>Use for records of checks issued, stolen, misplaced, mutilated, cancelled, destroyed, or undeliverable.</p> <p>File chronologically by fiscal year.</p>	F-3	
2	<p><u>Fire Expenses</u></p> <p>Use for reimbursable expenses incurred by forest fire suppression personnel, including non-State fire fighting teams.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
3	<p><u>Travel Expenses</u></p> <p>Includes requests approved or denied for in/out-of-State travels.</p> <p>File chronologically by program and fiscal year.</p>	ARF-3	
2315	<p><u>Erroneous Billings</u></p>	ARF-3	
2320	<p><u>Financial Plans</u></p> <p>Use for correspondence relating to the financial planning of State and Federally funded programs and projects and plans proposed and approved.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send T SRC After Yrs. (4)
1	<p><u>State</u></p> <p>File A-Z by program or project and by fiscal year.</p>	ARF-6	
2	<p><u>Federal</u></p> <p>File A-Z by program or project and by fiscal year.</p>	ARF-9	Cutoff every six years.
2325	<p><u>General Ledgers</u></p> <p>Internally prepared and unofficially used for expenditure summary records of allocated and budgeted funds.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
2330	<p><u>Payments</u></p>	ARF-3	
1	<p><u>Advances (Travel)</u>.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
2	<p><u>Bills/Invoices</u></p> <p>Use for correspondence and copies of vouchers, invoices, or bills incurred by the agency; and for property, supplies, and services received.</p> <p>File numerically by assigned budget number, subdivide by object, and by fiscal year as needed.</p>	ARF-3	
3	<p><u>Petty Cash Funds</u></p> <p>Use for monthly receipts, disbursements, payments, and replenishments used by Regional Service Centers under twenty (\$20) transactions.</p>	ARF-3#	
2335	<p><u>Reimbursements</u></p>	ARF-3	
1	<p><u>Performance Bonds</u></p> <p>Includes full or partial refunds for security bids required for engineering projects and timbering operations within agency-owned property.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
2	<p><u>Shared Revenues</u></p> <p>Use for reimbursements to county governments for revenues collected at State Forests.</p> <p>File chronologically by fiscal year.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
3	<p><u>Suppression Costs</u></p> <p>Includes one-half reimbursements to county governments for fire suppression costs and expenses.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
2400	<p><u>FUEL MANAGEMENT</u></p> <p>Use for materials relating to fuel oil and gasoline rationings, quotas, requests, and restrictions imposed by Federal and State authorities; fuel conservation methods and practices; and other allocations of petroleum products used by agency facilities, vehicles, and equipment. (For fire management, see file #7200.)</p> <p>1 <u>Reports</u></p> <p>Use for materials/informational and statistical reports/records prepared for internal uses and derived from departmental gas pumps.</p> <p>File A-Z by report title and year date. (For administrative/annual reports, see file #1255.)</p>	ARF-3	
2405	<p><u>Allocation Contracts</u></p> <p>Note: For applicable filing method(s), see Paragraph 105.</p>	Retain 3 years and un- til expira- tion, then destroy.	
2410	<p><u>Federal</u></p> <p>Note: For applicable filing method(s), see Paragraph 105.</p>	ARF-3	
2415	<p><u>State</u></p> <p>Note: For applicable filing method(s), see Paragraph 105.</p>	ARF-3	
2500	<p><u>OFFICE MANAGEMENT</u></p> <p>Use for records relating to the preparation, control, office communications, and functions of the office.</p> <p>1 <u>Reports</u></p> <p>Use for materials/informational and statistical reports and records internally prepared and used for controlling and measuring duplicated work, including photocopying and telephone logs generated by regional centers. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SRC After Yrs (4)
2505	<u>Mail</u> Use for correspondence relating to distribution and delivery of incoming and outgoing mail, zip codes, mail handling equipment, postage and fees paid, and other related activities, including intra/interdepartmental, shuttle, and posted mail.	ARF-3	
2510	<u>Office Communications</u> Use for correspondence relating to operating and facilitating services, such as telephone, telegraph, messenger, courier service, reception service, duplicating/printing work, copying service, facsimile service, and other internal communications.	ARF-3	
2515	<u>Office Equipment</u> Use for correspondence relating to the installation, relocation, maintenance, and service of office furniture, machines, and equipment, including typing, adding, calculating, dictating, transcribing, duplicating, reproduction, and imprinting equipment.	ARF-3	
2520	<u>Office Procedures</u> Use for correspondence relating to the activities of the office, such as planning, workflow, workload arrangement, tardiness, medical and dental appointments, personal business and visits, and other controlling activities. (For workload analysis, see file #1805-3.)	ARF-3	
2600	<u>PROCUREMENT MANAGEMENT</u> Use for records relating to procurement of equipment, construction, publications, printing, services, goods, and supplies for internal needs through contracts, purchase orders, requisitions, bills of lading, and cooperative arrangements.	ARF-3	
1	<u>Reports</u> Use for informational and statistical reports prepared for internal uses or compiled for agency submission. (For administrative/annual reports, see file #1255.) File A-Z by report title and year date.	ARF-3	
2605	<u>Contracting</u> Use for correspondence relating to contracting procedures such as advertising, negotiating, awarding, inspecting, financing, and other related activities. (For agency construction, building, and electrical projects by private firms or individuals, see file #6300.)	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
1	<u>Bids/Contracts</u> Note: Include bids and contracts in related case folders established under <u>Engineering Operations</u> , file #6300.	ARF-3	
2	<u>Bidders' Lists</u> File A-Z by list title and year date.	Retain until superseded, then destroy.	
2610	<u>Contractual Services</u> Use for materials relating to maintenance/janitorial services of agency facilities, installations, and equipment, including contractual arrangements. (For contractual employment, see file #4220-1.) Note: Subdivide into type of service as needed.	Retain 3 years until expiration, then destroy.	
2615	<u>Maintenance Services</u> Use for materials relating to preventive maintenance arrangements with private individuals or organizations for agency owned and leased equipment.	ARF-3	
2620	<u>Purchasing</u> Use for materials relating to procurement of supplies and equipment from vendors, Federal and State agencies, including purchase orders, requisitions, equipment leases, and special orders.	ARF-3	
1	<u>Credit Cards</u> Use for correspondence relating to purchasing of service station products and services, including issuances, renewals, cancellations, and reassignment of credit cards.	ARF-3	
2	<u>Equipment Leases</u> File A-Z by lessee.	Retain 3 years and until expiration, then destroy.	
3	<u>Federal Purchase Orders</u> File chronologically by fiscal year.	ARF-6	
4	<u>Field Purchases</u> Use for direct purchase orders under one hundred (\$100) dollars. File chronologically by fiscal year.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5	<p><u>Federal Excess Equipment</u></p> <p>File chronologically by fiscal year.</p>	ARF-6	
6	<p><u>Purchase Orders</u></p> <p>Use for <u>copies</u> of completed purchase orders; packing lists and slips; freight bills; shipping memos; inspection reports; <u>approved</u> requisitions; and other related items.</p> <p>File numerically by assigned budgetary program, object, and by fiscal year. If applicable, folder A-Z by vendor.</p> <p><u>Note:</u> Staple purchasing, shipping, and receiving documents and reports with the appropriate <u>matched purchase order</u>.</p>	ARF-3	
7	<p><u>Requisitions</u></p> <p>Use for copies of <u>initial</u> requisitions for purchase orders.</p> <p><u>Note:</u> Transfer, match, and staple <u>approved</u> requisition to the appropriate purchase order. (See file #2620-6.)</p>	ARF-3	
8	<p><u>Requisitions (Cancelled)</u>.</p> <p>Use for correspondence and cancelled, denied, or disapproved requisitions.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
9	<p><u>Special Orders</u></p> <p>Use for special orders procured without bids, issued by DNR, and purchased through emergency.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
10	<p><u>Supply Schedules</u></p> <p>Including catalogues, price lists, buyers' guides, and other bulletins.</p> <p><u>Note:</u> Store or house in bookcases or open shelves.</p>	Retain until superseded, then destroy	
2625	<p><u>Purchasing Contracts</u></p> <p>Use for purchasing contracts approved and originated by Purchasing Bureau.</p> <p>File A-Z by type of commodity and calendar year.</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain . At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2630	<p><u>Transportation</u></p> <p>Use for materials relating to transportation of things, bills of lading, including hauling, oversize and overweight permits.</p>	ARF-3	
2635	<p><u>Specifications/Standards</u></p> <p>Use for materials relating to requirements and standards of products and services. (For engineering projects/work, see file #6320.)</p>	A-3 R-5 F-3	
2700	<p><u>PROPERTY/SPACE MANAGEMENT</u></p> <p>Use for materials/records relating to accountable real and personal property, equipment, office space, and facilities.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, or records prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	ARF-3	
2	<p><u>Disposals</u></p> <p>Use for materials/records relating to sales, trade-ins, and exchanges of property and equipment.</p>	ARF-3	
3	<p><u>Federal Excess Property</u></p> <p>(Also see file #2300.)</p>	Retain 3 years and until disposal of property, then destroy.	
4	<p><u>State Excess Property</u></p> <p>(Also see file #2300.)</p>	ARF-3	
5	<p><u>Loss/Theft/Damage</u></p> <p>Use for correspondence, reports, and records relating to the loss, theft, missing, damage of accountable property, including breaking, entering, and vandalism. (For inventory depletion reports, see file #2715.)</p>	AR-3	
	<p><u>Transfers/Receipts</u></p> <p>Use for materials/records relating to transfers and reassignments of vehicles and equipment within and outside the agency.</p>	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2705	<p><u>Equipment Operation</u></p> <p>Use for materials, service records, operation, and maintenance reports of <u>nonlicensed</u> equipment, tools, and machinery--gas, hydraulic, electric, or manually powered, including warranty and guaranty statements, operating manuals, inspection forms, reports, and check lists.</p> <p>File A-Z by type of equipment, make, year date or by assigned number. Folder <u>travels</u> with the applicable equipment.</p>	Retain 3 years and until disposal of equipment then destroy Cutoff by fiscal year.	3 years and until disposal of equipment then destroy Cutoff by fiscal year.
2710	<p><u>Insurance</u></p> <p>Includes correspondence relating to fire hazard, property damage, and collision carried by agency property, equipment, and vehicles--both licensed and nonlicensed.</p>	ARF-3	
2715	<p><u>Inventory</u></p> <p>Use for materials/records/reports relating to annual physical inventory of property and equipment. (For uniforms inventory, see file #4280-3.)</p>	ARF-3 Cutoff by fiscal year.	by fiscal year.
1	<p><u>Federal</u></p>	ARF-6	
2	<p><u>State</u></p>	ARF-3	
3	<p><u>Federal Depletion</u></p> <p>Use for correspondence, requests, and permissions relating to inventory depletion, removal of federal excess property, equipment, and vehicles through loss, theft, condemnation, razing, destruction, demolition, obsolescence, or unserviceability.</p>	ARF-3	
4	<p><u>State Depletion</u></p>	ARF-3	
5	<p><u>Other Records</u></p> <p>Includes other physical inventories conducted within the agency. Subdivide by type, such as warden badges, buildings, patches, and audiovisual equipment, etc.</p>	ARF-3	
2720	<p><u>Space/Facilities</u></p> <p>Use for materials/correspondence relating to the provision and allocation of office space; lease, rental, and renewal agreements; parking space utilization, rental, and assignment; and employee and non-employee leases.</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
1	<p><u>Employee Leases</u></p> <p>Use for duplicate leases/materials relating to agency space and facilities rented to forest personnel with or without fees.</p> <p>File A-Z by location and year date.</p>	Retain 3 years and	until expiration, then destroy.
2	<p><u>Nonemployee Leases</u></p> <p>Use for duplicate leases/materials relating to agency space, facilities, land, and equipment rented to general public.</p> <p>File A-Z by location and year date.</p>	Retain 3 years and	until expiration, then destroy.
3	<p><u>Other Leases</u></p> <p>Includes agency office space, equipment, and facilities rented from private and public individuals and organizations, including federal, State, and local government agencies.</p> <p>File A-Z by location and year date.</p>	Retain 3 years and	until expiration, then destroy.
2725	<p><u>Vehicles Operation</u></p> <p>Use for service records, compilation sheets, operation, maintenance reports of <u>licensed</u> vehicles, including warranty and guaranty statements, operating manuals, inspection forms, reports, and shop work orders.</p> <p>File numerically by assigned number. Folder <u>travels</u> with the applicable vehicle.</p>	Retain 3 years and	until disposal of vehicle, then destroy. Cutoff by fiscal year.
1	<p><u>Emergency Vehicles</u></p> <p>Use for materials relating to authorizations or approvals of emergency vehicles used in fire control and law enforcement activities. (For law enforcement activities, see file #7400.)</p>	ARF-3	
2	<p><u>Vehicle Listings</u></p>	Retain until superseded,	then destroy.
2800	<p><u>RECORDS MANAGEMENT</u></p> <p>Use for materials relating to the overall paperwork management program. The program covers interrelated management services, such as directives, forms, reports, records, correspondence management, and filing systems analysis.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2805	<p><u>Availability of Information</u></p> <p>Use for materials relating to requests for access to records by federal, State, and local courts, and other parties required and authorized by Federal Freedom of Information Act (1975), including subpoenaed records, and documents.</p>	ARF-3	
2810	<p><u>Correspondence Management</u></p> <p>Use for form and guide letters, sample letters, form paragraphs, editing and writing, style and punctuation, creation of correspondence and documents, such as leases, contracts, licenses, permits, and agreements.</p>	ARF-3	
2815	<p><u>Disposition</u></p> <p>Use for materials/correspondence relating to the scheduling of records disposals; retention requirements, disposition of scheduled records on hand in offices; stored in local staging areas or transferred to State Records Centers or Hall of Records.</p> <p>File A-Z alphabetically by transferring unit.</p>	ARF-3	
2820	<p><u>Filing Systems</u></p> <p>Use for proposed file outlines and approved files maintenance plans prepared by headquarters, regional, and field offices; and classification systems. (For sample files maintenance plan, see Exhibit 201.)</p>	ARF-3	
2825	<p><u>Forms Management</u></p> <p>Use for correspondence relating to the design, development, control, analysis, spacing, typography, and printing of new and revised forms used internally.</p>	ARF-3	
1	<p><u>Forms Function</u></p> <p>To be used by Forms Specialist. Contains a copy of each Forest Service form used in performing specific functions. Used to standardize forms design and prevent duplication.</p>	ARF-P	
2830	<p><u>Functional Reviews</u>.</p> <p>Use for materials/reports of brief on-site visits designed to identify problem areas, provide corrective actions, or to lay a foundation for further in-depth study to promote and improve management of paperwork systems. (For management controls, reviews, and inspections, see file #1200.)</p> <p>File A-Z by subject and year date.</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
2835	<p><u>Reports Management</u></p> <p>Use for materials relating to the design, analysis, development, control, distribution, and survey of new and revised reports.</p>	ARF-3	
1	<p><u>Reports Control</u></p> <p>Use for correspondence, current recurring reports, proposed, required, cancelled, or superseded reports prepared for internal uses.</p> <p>File A-Z by report title and year date.</p>	ARF-3	
2840	<p><u>Records Restrictions</u></p> <p>Use for correspondence relating to the access, use, restriction, and authorization, by the agency, of inactive records stored in State Records Centers.</p>	ARF-3	
2845	<p><u>Studies/Surveys</u></p> <p>Contains formal reports of in-depth paperwork studies and surveys performed to improve procedures, operating performance and effectiveness, and aid management.</p> <p>File A-Z by survey title and year date.</p>	ARF-3	
2850	<p><u>Storage Lists</u></p> <p>Use for transmittals and receipts of record files stored by or transferred to State Records Centers or Hall of Records. (See Exhibit 820.)</p> <p>File chronologically by year of transfer and by assigned accession number, if known.</p>	ARF-P	
2855	<p><u>Word Processing/Microfilm</u></p> <p>Contains paperwork surveys conducted to evaluate various technological systems, along with applications in improving performance and feasibility due to costs.</p>	ARF-3	
2860	<p><u>Reports (Records)</u></p> <p>Use for informational and statistical reports relating to annual records holdings and inventories compiled for agency submission. (For administrative/annual records, see file #1255, and for annual records inventory, see Exhibit 219.)</p> <p>File A-Z by report title and year date.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
3100	<p><u>AIR POLLUTION CONTROL</u></p> <p>Use for correspondence relating to air contamination sources, air quality surveillance, and other air pollution control activities.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and air quality reports received from local health departments. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	AR-3	
3105	<p><u>Air Contamination Sources</u></p> <p>Use for correspondence relating to air pollution sources, such as combustion, process sources, and other manufacturing activities. (For investigations of specific air pollutants, see file #7430.)</p>	ARF-3	
3110	<p><u>Air Quality Surveillance</u></p> <p>Use for correspondence with county health departments and other agencies relating to the monitoring of air quality through intermittent samplings, particle identifications, and other evaluations. (For air pollution investigations, see file #7430-2.)</p> <p>File A-Z by county or agency.</p>	ARF-3	
3200	<p><u>METEOROLOGICAL SUPPORT SERVICES</u></p> <p>Use for correspondence and data relating to weather forecastings, climatological observations, instrumentation and measurement, and other cooperative activities not directly related to fire pre-suppression efforts. (For fire management activities, see file #7200.)</p>	ARF-3	
3205	<p><u>Cooperative Activities</u></p> <p>Use for materials and records relating to special cooperative activities, such as tornado watch, advisories, etc.</p> <p>File A-Z by type of activity, such as tornado watch, etc.</p>	ARF-3	
3210	<p><u>Data Compilations</u></p> <p>Includes records, reports, and other observations relating to climatic and weather conditions. (For fire danger records, see file #7250.)</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
1	<p><u>Tower Logs</u></p> <p>Compiled by towermen for climatological conditions, such as temperature, wind velocity, precipitation, and visibility.</p> <p>File A-Z by location or fire tower.</p>	ARF-3	
2	<p><u>Weather Records</u></p> <p>Compiled for U.S. Weather Bureau.</p> <p>File chronologically by year date.</p>	ARF-6	Send to U.S. Weather Bureau after 6 years.
1100	<p><u>MANPOWER UTILIZATION PROGRAMS</u></p> <p>Use for materials relating to the development, training, employment, and placement of the chronically unemployed, underemployed, underprivileged, low-income, deprived, handicapped, elderly, minority, and other youth groups through Federal, State, interstate, and locally sponsored manpower programs, including cooperative, correctional, rehabilitative, counseling, and cultural activities. (For forest management related federal programs, see file #6105.)</p> <p>Case file A-Z by program and number folders in numerical sequence.</p>	ARF-6	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports and summaries prepared for internal uses or compiled for agency submissions. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	ARF-3	
1105	<p><u>Federal Programs</u></p> <p>Use for cooperative manpower programs--administered by Federal departments, bureaus, offices, and administrations--such as Comprehensive Employment Training, Job Corps, Job Opportunities, Work and Study, Youth Conservation Corps, etc.</p> <p>Case file A-Z by program.</p>	ARF-6	
1110	<p><u>Local Programs</u></p> <p>Use for cooperative manpower labor programs sponsored by local agencies and governments.</p> <p>Case file A-Z by program or name of cooperator.</p>	Retain 3 years	and until program completion, then destroy.

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
4115	<p><u>State Programs</u></p> <p>Use for State-sponsored cooperative manpower programs--designed to place, train, develop, educate youth groups, State employees, and other underprivileged groups--such as affirmative action, forestry camps, correctional centers, migrant labor, Outreach Program, etc.</p>	ARF-6	
4120	<p><u>Other Manpower Programs</u></p> <p>Use for cooperative manpower development and training programs with other States, high schools, colleges, universities, institutions, private firms, and organizations.</p> <p>Case file A-Z by program, name of cooperator, or organization.</p>	ARF-3	
4125	<p><u>Projects</u></p> <p>Use for materials/records/correspondence relating to all local, State, Federal, and other manpower sponsored projects.</p> <p>Case file A-Z by project.</p>	Retain 3 years and until completion of project, then destroy.	
1	<p><u>Federal</u></p>	ARF-3	
2	<p><u>Private</u></p>	ARF-3	
3	<p><u>State</u></p>	ARF-3	
4130	<p><u>Training/Working Agreements</u></p> <p>Includes memoranda of agreement required by federal, state, and locally sponsored manpower development and training programs funded by special appropriations. (For contractual employment agreements funded by the agency, see file #4220-1.)</p> <p>Case file A-Z by program or name of cooperator.</p>	Retain 3 years and until expiration of contract, then destroy.	
4200	<p><u>PERSONNEL MANAGEMENT</u></p> <p>Use for materials relating to personnel functions and programs. Materials involving the status of service record of the employee must be filed in his/her personnel folder. (For personnel folders, see file #4245.)</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for materials/informational and statistical reports/records prepared for internal uses.</p> <p>File A-Z by report title and year date.</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
205	<p><u>Attendance/Leave</u></p> <p>Use the materials relating to time records, authorized absences, leave uses, and compensatory time.</p>	ARF-3	
1	<p><u>Leave</u></p>	ARF-3	
1-1	<p><u>Annual</u></p>	ARF-3	
1-2	<p><u>Compensatory</u></p>	ARF-3	
1-3	<p><u>Personal</u></p>	ARF-3	
1-4	<p><u>Sick</u></p>	ARF-3	
1-5	<p><u>Other Leave</u></p> <p>Includes leave for holiday, court, merit examination, military, jury, administrative leave, etc.</p>	ARF-3	
2	<p><u>Sick Leave Records</u></p> <p>File A-Z by surname and by fiscal year.</p>	ARF-3	
3	<p><u>Work Rules</u></p> <p>Includes correspondence relating to hours of duty, attendance, work week, office hours, full/part time, including lunch hours, coffee breaks, and sign-in and sign-out requirements.</p>	ARF-3	
210	<p><u>Employee Benefits</u></p> <p>File A-Z by plan.</p>	ARF-3	
1	<p><u>Deferred Compensation</u></p>	ARF-3	
2	<p><u>Health Insurance</u></p> <p>Includes health, hospitalization, and medical coverages sponsored by Blue Cross/Blue Shield.</p>	ARF-3	
3	<p><u>Life Insurance</u></p> <p>Includes group life policies sponsored by MCEA.</p>	ARF-3	
4	<p><u>Retirement</u></p> <p>Including disability and death benefits.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send T SRC After Yrs. (4)
5	<u>Social Security</u>	ARF-3	
6	<u>Unemployment Compensation</u>	ARF-3	
7	<u>Workmen's Compensation</u> Includes claims filed for job-related personal injuries.	ARF-3	
4215	<u>Employee Relations</u>	ARF-3	
1	<u>Awards (Incentive)</u> Includes correspondence relating to the incentive awards program and employee cash, and honor service awards by DOP for beneficial suggestions and recommendations. (For conservation awards program sponsored by private and public organizations, see file #6410; and for individual folders, see file #4245.)	ARF-3	
2	<u>Credit Union</u>	ARF-3	
3	<u>Political Activities</u> Use for correspondence relating to State/local employee political activities prohibited/restricted by Federal Hatch Act (1975).	ARF-3	
4	<u>Special Activities</u> Includes fund raising campaigns/drives, bloodmobiles, and other social functions, such as retirement gifts, funeral flowers, parties, picnics, luncheons, dinners, and vacation trips.	ARF-3	
5	<u>Special Cooperative Programs</u> Use for materials/records relating to carpool, shuttle bus, and other related activities and services. Case file A-Z by program.	ARF-3	
6	<u>Union Activities</u> Includes correspondence with employee associations, unions, and other labor organizations, such as AFSCME, and MCEA. (For external relations and other outside organizations, see file #1500.) Case file A-Z by name of organization.	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
220	<p><u>Employment</u></p> <p>Use for materials and documents concerning external requests and inquiries for full and part-time employment, including applications, resumes, and other related documents. (For current employee printout lists, see file #4235-6.)</p> <p>File A-Z by name of applicant, contractor, or organization.</p>	ARF-3	
1	<p><u>Contractual</u></p> <p>Including prison labor.</p>	Retain 3 years	and until expiration, then destroy.
2	<p><u>Classified</u></p>	ARF-3	
3	<p><u>Unclassified</u></p> <p>Includes seasonal, full/part time, and continuous employment.</p>	ARF-3	
225	<p><u>Health</u></p> <p><u>Preventive Medicine</u></p> <p>Includes inoculations, immunization, vaccination, segregation, quarantine, hygiene, sanitation, and medical and nursing service, such as care and treatment, and examinations by in-house units, local clinics, health departments, and approved medical examiners and physicians.</p>	ARF-3	
2	<p><u>Special Programs</u></p> <p>Use for materials/records relating to special health related programs, such as first-aid, employees' alcoholic program, heart attack prevention, etc.</p> <p>Case file A-Z by program when records volume increases.</p>	ARF-3	
230	<p><u>Merit System</u></p> <p>Use for materials relating to personnel objectives, issuances, policy supplements, and amendments generated and issued by DOP, including merit system statutes and rules. (For personnel rules, regulations, and external directives, see file #1305.)</p>	ARF-3	
1	<p><u>Opinions/Interpretations</u></p> <p>Use for correspondence concerning personnel policy clarifications, memoranda, explanations, interpretations, and reviews by department and agency heads, secretaries, and chiefs.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
	<p><u>Note:</u> Transfer and attach official opinions and interpretations to the appropriate personnel policy affected by these rulings. (See file #4230-2.)</p>		
2	<p><u>Personnel Policies</u></p> <p>Includes personnel policies issued by DOP.</p> <p>File personnel policy by the assigned numerical order and caption; and must be kept in loose-leaf binder(s) apart from the filing equipment. E.g., "Personnel Policy #4/Personnel File."</p>	Retain until superseded, then destroy	
4235	<p><u>Payrolls</u></p> <p>Use for materials/correspondence relating to compensation, pay, and earnings; mandatory deductions--Federal, State, and local income taxes; salary adjustments, reviews, and pay differentials; payroll scheduling, reporting, and processing; and check cancellations, and issuances.</p>	ARF-3	
1	<p><u>Allowances(Travel)</u></p>	ARF-3	
2	<p><u>Hazard Pay</u></p>	ARF-3	
3	<p><u>Hourly Rates</u></p>	ARF-3	
4	<p><u>Overtime</u></p>	ARF-3	
5	<p><u>Overtime Records</u></p> <p>Including authorizations.</p> <p>File A-Z by surname and by fiscal year.</p>	ARF-3	
6	<p><u>Payroll Listings</u></p> <p>File chronologically by fiscal year.</p>	Retain until superseded, then destroy	
7	<p><u>Salary Reviews</u></p>	ARF-3	
4240	<p><u>Performance Evaluations</u></p> <p>Use for materials and rating forms concerning annual employee job performance evaluations and reviews, including career conference, and efficiency ratings.</p> <p><u>Note:</u> Include job performance evaluations and efficiency ratings in the applicable individual folder as required by Personnel Policy #4. (See file #4245).</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
4245	<p><u>Personnel Folders</u></p> <p>Use for documents relating to an employee's status or service record which <u>travels</u> with the employee throughout his/her State career.</p> <p><u>Long-Term Retention</u></p> <p>Documents placed and fastened on the right side of the folder constitute the permanent record of the employee's status and service, and <u>travels</u> with the employee throughout his State career. These documents include: Personnel transactions-- acceptance, appointment, demotion, promotion, reclassification, resignation, termination, and transfer; efficiency ratings; job performance evaluations; leave records; course/training/education completion reports, and grade transcripts; conduct and disciplinary actions--suspensions, leave without pay, counsel, admonition, reprimand, caution, warning, dismissal, and removal; commendations by supervisory personnel and other officials; specific, verified, and conformed complaints/charges by outside public; and <u>current</u> application, position description, and employment record.</p> <p><u>Short-Term Retention</u></p> <p>Documents leading to a formal action but not constituting a record of the action nor making a substantial contribution to the employee's record are temporary records. The documents include but are not limited to: personnel transaction requests; letters of reference; pre-employment inquiries; notices of jury, parking, and change of address; newspaper/magazine clippings; personal resumes; debt/loan correspondence; letters of appreciation and commendation by private and public individuals and organizations; and medical slips and reports.</p>		
1	<p><u>Classified</u></p>	56.	2 after termination of employee.
2	<p><u>Unclassified</u></p>	56.	2 after termination of employee.
4250	<p><u>Personnel Relations</u></p> <p>Use for records relating to employee-management relations, functions, and services.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1	<p><u>Actions/Appeals</u></p> <p>Includes action case files, other than EEO, involving in-house complaints and appeals <u>formally</u> or <u>informally</u> submitted for decision and settlement.</p> <p>Case file A-Z by surname(s).</p>	Retain 3 years and	until settlement of complaint, then destroy.
2	<p><u>Complaints/Grievances</u></p> <p>Includes complaints, grievances, and differences of opinion materials, other than EEO, <u>formally</u> submitted for decision and settlement.</p>	Retain 3 years and	until settlement of case, then destroy.
3	<p><u>Employee ID Programs</u></p> <p>Includes records of employee identification card numbers issued by MFS, and DOP, including cancellations, replacements, and withdrawals.</p> <p>File A-Z by program.</p>	ARF-3	
4	<p><u>Equal Employment Opportunity</u></p> <p>Use for official EEO complaints involving discrimination in employment under Title VI of the Federal Civil Rights Act (1964), including non-compliances in hiring, selection, and promotion.</p> <p>File A-Z by surname(s).</p>	Retain 3 years and	until adjudication, then destroy.
5	<p><u>Conflicts of Interest</u></p> <p>Use for administratively confidential records relating to conflicts of interest; employment conditions and requirements; opinions and referrals by/to Board of Ethics; use of State position and agency property, funds, supplies, facilities, services, or forest products for direct or indirect personal gains and advantages; and other improper, unethical, and illegal activities by agency personnel.</p>	ARF-3	
6	<p><u>Suitability/Clearance</u></p> <p>Use for records relating to administratively confidential materials referring to the character, reputation, and fitness of the person under consideration for employment, including security clearance inquiries, requests and reports submitted by law enforcement agencies.</p> <p><u>Note:</u> Derogatory, confidential, or classified records must not be filed in the <u>Personnel Folders</u>.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
4255	<p><u>Personnel Transactions</u></p> <p>Note: Personnel transaction papers (code numbered 4255-1 thru 4) involving individual employees must be included in the applicable <u>Personnel Folders</u> coded 4245.</p> <p>1 <u>Appointments</u></p> <p>Use for correspondence relating to hiring/rehiring, vacancies, reinstatements, probationary periods, and authorizations for classified and unclassified services.</p> <p>2 <u>Reclassifications</u></p> <p>Use for materials relating to declassifications, demotions, interchangeable classifications, and promotions.</p> <p>3 <u>Terminations</u></p> <p>Use for correspondence relating to employment separations, resignations, cut/layoffs.</p> <p><u>Transfers</u></p> <p>Use for correspondence relating to reassignments, relocations, and inter/intra-departmental transfers. (For authority delegations, see file #1810.)</p>	ARF-3	
4260	<p><u>Position Management</u></p> <p>Use for copies of active position/job descriptions/classifications, qualifications, standards, and classifications used in classified and unclassified work and employment control.</p> <p>1 <u>Allocations/Standards</u></p> <p>Includes requests and justifications for new classified and unclassified positions for budget inclusions.</p> <p>2 <u>Audits/Inspections</u></p> <p>Use for correspondence, reports, and documents concerning personnel management, inspections, desk audits, and other assistance visits by DOP. (For management and/or organizational controls, see file #1200.)</p> <p>File A-Z by subject.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SRC After Yrs. (4)
3	<p><u>Position Descriptions</u></p> <p>Including job specifications, standards, and information sheets.</p> <p><u>Note:</u> Position descriptions must be kept in loose-leaf binder(s) apart from the filing equipment.</p>	Retain until superseded, then destroy	
4	<p><u>Studies/Surveys</u></p> <p>Includes studies and surveys by DOP used for filled, vacant, and new positions.</p> <p>File A-Z by survey title and year date.</p>	ARF-6	
4265	<p><u>Recruitment</u></p> <p>Use for records and documents concerning recruitment programs conducted to meet agency staffing needs, including examinations by DOP.</p>	ARF-3	
1	<p><u>Eligibility Lists</u></p> <p>File A-Z by classification title.</p>	Retain until superseded, then destroy	
2	<p><u>Examinations</u></p> <p>Use for materials/examination schedules prepared by DOP, including pending tests, notices, and lists.</p>	Retain until superseded, then destroy	
3	<p><u>Interviews</u></p> <p>Including screening, notification, and selection.</p> <p>File A-Z by classification title.</p> <p><u>Note:</u> Establish individual personnel folder when applicant or candidate accepts employment with the agency. (For personnel folders, see file #4245.)</p>	ARF-1	
4270	<p><u>Safety</u></p> <p>Use for correspondence, documents, bulletins, and reports relating to protection from injury and safety program, including occupational health standards and rules required by OSHA and MOSHA, motor vehicle accidents, personal injuries and compensation reports. (For functional inspections, see file #1230.)</p>	ARF-6	
1	<p><u>Emergency Plans</u></p> <p>Use for evacuation plans relating to fire hazards of office and building personnel, including fire drills and exercises.</p> <p>File A-Z by plan.</p>	Retain until superseded, then destroy	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<p><u>Reports (Motor Vehicle Accident)</u></p> <p>Case file A-Z by surname(s).</p>	Retain 3 years and until adjudication of accident claim, then destroy.	3 years
3	<p><u>Personal Injuries</u></p> <p>(For accidents/injuries to non-State personnel using agency property, see file #1500-1.)</p>	Retain 3 years and until adjudication of accident claim, then destroy.	3 years
4275	<p><u>Training</u></p> <p>Use for materials and documents relating to the development of employees through in/out service training seminars, workshops, and other enrichment programs, including education courses of employees for specific needs. (For functionally related training activities use subject index).</p>	ARF-3	
1	<p><u>In-Service</u></p> <p>Case file A-Z by program, such as instructor training course, organization management course, trainee program, cooperative training, etc.</p>	ARF-3	
2	<p><u>Out-Service</u></p> <p>Use for materials relating to the availability of training and education course and the selection and scheduling of employees for specific courses, including courses through correspondence, extension, and home study.</p> <p>Case file A-Z by course subject.</p> <p><u>Note:</u> The record of satisfactory course completion and transcript must be kept in the applicable individual folder. (For personnel folders, see file #4245.)</p>	ARF-3	
3	<p><u>Reports</u></p> <p>Includes prepared and received reports and various aspects of the employee training program.</p> <p>File A-Z by report title and year date.</p>	ARF-3	

ODF 1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
	File A-Z by cooperator.		
1	<u>Conservation Management Agreements</u>	Retain	5 years and until ex- piration of contract, then destroy.
2	<u>Planting Agreements</u>	(See 5105-1.)	
110	<u>Cutting Methods</u> Including even/uneven-aged. Note: Subdivide by type of method when records volume increases.	ARF-3	
115	<u>Demonstration Areas</u> Use for materials relating to forest demonstration plots on private and public lands, such as Kendall, Palmer, Seth, etc. (For strip mine, watershed, wildlife, and visitor information service, see file #5545, 5910, 5940, 5915A, and 6450-1.) Case file A-Z by name of area.	ARF-3	
120	<u>Endangered Plant Species</u> Use for materials/reports/listings relating to threatened plant species as required by Federal Endangered Species Act (1973) and by Maryland Nongame and Endangered Species Conservation Act (1975). (For endangered and threatened wildlife species, see file #5920A).	ARF-3	
1	<u>Reports/Listings</u>	Retain until superseded, then destroy.	
125	<u>Forestation Practices</u> Use for materials relating to woodland treatments, site preparations, plantings, seedings, and other tree improvement activities. Case file A-Z by project.	ARF-3	
1	<u>Site Preparations</u>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SRC After Yrs. (4)
2	<p><u>Tree Plantings</u></p> <p>Including methods.</p> <p><u>Note:</u> Subdivide by type of method when records volume increases.</p>	ARF-3	
3	<p><u>Seedings</u></p> <p>Including methods.</p> <p><u>Note:</u> Subdivide by type of method when records volume increases. (For aerial seeding, see file #7105-2.)</p>	ARF-3	
5130	<p><u>Forest Products Sales</u></p> <p>Use for correspondence relating to the advertisements, bids, proposals, notices, and awards for commercial forest products, including timber sales.</p>	ARF-3	
1	<p><u>Contracts</u></p> <p>Use for materials and signed contracts for forest products owned and sold by the agency, including nursery stock. (For forest products utilization/marketing, see file #5200, and 5225.)</p> <p>File A-Z by location, buyer, type of sale, and/or by fiscal year.</p> <p><u>Note:</u> Case file A-Z by location, buyer, and fiscal year when records volume increases.</p>	ARF-3	
1-1	<p><u>Christmas Trees</u></p>	ARF-3	
1-2	<p><u>Fuelwood</u></p>	ARF-3	
1-3	<p><u>Nonpublic Sales</u></p> <p>Including agency use, barter, free use, etc.</p>	ARF-3	
1-4	<p><u>Pulpwood</u></p>	ARF-3	
1-5	<p><u>Roadside Trees</u></p> <p>File chronologically by fiscal year.</p>	ARF-3	

COPIES (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1-6	<u>Seedlings</u> File A-Z by region, county, and by fiscal year.	ARF-10	20
1-7	<u>Timber</u> Including agency use, barter, free use, etc.	ARF-3	
5135	<u>Measurements</u> Use for materials relating to the measurements of trees and logs by diameter, bark thickness, weight, and by height.	ARF-3	
1	<u>Cruises/Markings</u> Used to estimate volume of merchantable timber, including reconnoitering activities.	ARF-3	
2	<u>Scaling Practices</u> Use for materials/correspondence relating to the various methods and formulas used to determine weight or volume of roundwood products and logs.	ARF-3	
3	<u>Tools/Equipment</u> Use for materials relating to the various tools, equipment, and instruments used in forest mensuration.	ARF-3	
4	<u>Tally Systems</u> Use for materials relating to the various methods used for recording volume of stands and trees.	ARF-3	
5140	<u>Nursery Operations</u>	ARF-3	
1	<u>Distribution</u> Use for requests with/by woodland owners, organizations, or agencies requesting seedlings or roadside trees. (For nursery stock sale contracts, see file #5130-1-6.)	ARF-3	
2	<u>Materials/Supplies</u>	ARF-3	
3	<u>Storage/Protection</u> Use for materials relating to the storage and protection of seeds and seedlings.	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
4	<p><u>Procurement</u></p> <p>Use for correspondence relating to the procurement of seeds, cones, and fruits through collection, purchase, or extraction. (For procurement through requisition, see file #2600.)</p>	ARF-3	
5	<p><u>Seedling Inventories</u></p> <p>Use for annual seedling allotments, requirements, inventories, needs, and seed inventories.</p> <p>File chronologically by fiscal year.</p>	ARF-3	
6	<p><u>Seed Testings</u></p>	ARF-3	
5145	<p><u>Planting Site Examinations</u></p> <p>Used as preliminary woodland management plans for wooded lands owned by private individuals, or public organizations. (For woodland files, see file #5170.)</p> <p>File A-Z by name of individual, organization, agency, or State Forest. Transfer in the <u>Woodland Files</u> when formal management is developed. Cross reference to grid system.</p>	Retain until use of land changed, the destroy.	
5150	<p><u>Propagations</u></p> <p>Use for materials relating to artificial and natural plant reproduction and regeneration methods and practices.</p> <p>File A-Z by type of method.</p>	ARF-3	
5155	<p><u>Timber Stand Improvements</u></p> <p>Use for materials relating to thinning, weeding, pruning, cleaning, culling, poisoning, and removal of undesirable trees from woodlands, and other related operations.</p>	ARF-3	
5160	<p><u>Timber Taxation/Assessments</u></p> <p>Use for correspondence with private woodland owners and wood-using industries relating to woodland taxes and assessed valuations levied by county and State authorities, including economics and capital gains and investments. (For conservation/management agreements, see file #5105-1; and for woodland files, see file #5170.)</p>	ARF-3	
5165	<p><u>Tree Improvements</u></p> <p>Use for materials relating to artificial, natural, and vegetative propagation, including grafting, and superior tree selection. (For timber stand improvement practices, see file #5155.)</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
170	<p>(2)</p> <p><u>Woodland Files</u></p> <p>Use for materials/reports/management plans prepared and developed for woodlands or orchards owned or controlled by local, regional, State, Federal agencies, and by private individuals and corporate organizations. <u>Case Files</u> include: correspondence; planting site examinations; timber marking reports; management plans; and other related items. (For planting site examinations, see file #5145; and for land use management plans, see file #5905B.)</p> <p>Case file A-Z by name of cooperator, association, agency, and by county. Cross reference to grid system. Subdivide woodland files into private woodlands (individual/corporate); local governments; State woodlands (agency/departmental/other agencies); and Federal woodlands as needed.</p>	Retain	until use of land changed, then transfer to the Hall of Records.
5200	<p><u>FOREST PRODUCTS UTILIZATION/MARKETING</u></p> <p>Use for records relating to the harvesting, logging, processing, marketing, utilization, or merchandising of forest products and other forms of wood, and technical assistance and information for wood producers and wood using industries, including forest products registration requirements.</p> <p>1 <u>Reports</u></p> <p>Use for informational and statistical reports prepared for internal purposes. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p> <p>2 <u>Studies/Surveys</u></p> <p>File A-Z by survey title and year date.</p> <p>3 <u>Training</u></p>	ARF-3	
5205	<p><u>Construction (Wood)</u></p> <p>Use for materials relating to the various types of rough, manufactured, fabricated, and designed wood products used in agriculture, horticulture, transportation, utilities, mining, building, and construction industries.</p> <p>File A-Z by type of product.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send to SRC After Yrs. (4)
5210	<p><u>Coöperative Programs</u></p> <p>Use for cooperative programs funded by Federal General Forestry Assistance Act (PL-288), such as hardwood improvement, mill improvement, etc.</p> <p>Case file A-Z by program or project.</p>	Retain until completion, then destroy	
5215	<p><u>Drying (Wood Seasoning)</u></p> <p>Use for materials relating to the drying of lumber or other forms of wood for quality control and moisture removal through natural processes--air, underground, and solar drying methods, or artificial processes--kiln, vapor, chemical, vacuum, and electrical drying methods.</p> <p>File A-Z by type of method.</p>	ARF-3	
5220	<p><u>Forest Greens/Others</u></p> <p>Use for materials relating to ornamentals, holiday greens, evergreens, and other forest greens used for decoration purposes, holiday occasions, and mulching applications.</p> <p>File by type, such as Christmas trees, holly, peat moss, etc., as needed.</p>	AR-3	
5225	<p><u>Forest Products Marketing</u></p> <p>Use for materials relating to prices, markets, demands, and supplies of forest products used by wood-using industries, including domestic and international markets.</p>	ARF-3	
1	<p><u>Commercial Markets</u></p> <p>Use for correspondence with private individuals or companies to attract or establish marketing, logging, and sawmilling operations near or within the State, including other related industries.</p>	ARF-3	
2	<p><u>Foreign Markets</u></p> <p>Use for correspondence relating to exports, imports, restrictions, duties, bans, permits, and subsidies of forest products.</p>	ARF-3	
5230	<p><u>Grading (Wood Products)</u></p> <p>Use for materials relating to the classification of logs, lumber, and other wood products for quality factors, defect indicators, and natural lumbering, seasoning, fungus, and insect defects in logs and wood products.</p> <p>File A-Z by type of defect.</p>	ARF-3	

COD (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
235	<p><u>Industrial Engineering Operations</u></p> <p>Use for correspondence relating to the operating methods used to perform tasks by machines or wood workers; quality and quantity control studies; and production bottlenecks caused by in-plant technologies.</p> <p>Case file A-Z by operator or company.</p>	Retain	3 years and until superseded, then destroy.
240	<p><u>Licenses</u></p> <p>Use for materials relating to forest products operators; and issuance, renewal, cancellation, expiration, and termination of licenses. (For license fees, see file #2305-5.)</p> <p>File A-Z by licensee, and by calendar year.</p>	ARF-3	
245	<p><u>Other Forest Products</u></p> <p>Use for materials relating to the utilization of wood extrac-tives, and fuel, such as oils, waxes, gums, resin, and sugar.</p> <p>Case file A-Z by type of product, such as charcoal, birch oil, sugar, etc.</p>	ARF-3	
250	<p><u>Plant Management</u></p> <p>Use for materials relating to personnel training and supervision, safety, budgeting, cost accounting, and inventory systems of forest products industries, including requests for specialized and continued in-depth cost analysis studies. (For internal personnel safety program, see file #4270.)</p> <p>Case file A-Z by operator or company</p>	Retain	3 years and until superseded, then destroy.
255	<p><u>Records (Industrial)</u></p> <p>Use for correspondence with primary and secondary forest indus-tries relating to production data, etc., used or compiled for internal uses. (For plant management studies, see file #5250.)</p> <p>Case file A-Z by name of company and by county.</p>	Retain	3 years and until ceased opera-tions, then destroy.
260	<p><u>Residues Utilization</u></p> <p>Use for materials relating to the marketing, utilization, or merchandising of wood wastes, residues, and by-products occur-ring during wood processing operations. These industrial resi-dues include: bark, cores, chips, sawdust, shavings, slabs, edgings, trimmings, etc.</p> <p>Case file A-Z by type of residue.</p>	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5265	<p><u>Sawing/Machining (Wood)</u></p> <p>Use for correspondence with wood-using industries relating to the various wood sawing and machining processes, such as bark-ing, sawing, jointing, planing, moulding, shaping, turning, boring, routing, carving, mortising, tenoning, sanding, veneer cutting, chipping, flaking, logging, and grinding.</p>	ARF-3	
5270	<p><u>Timberyard Management</u></p> <p>Use for materials relating to the handling and storage of logs and wood products, such as land, water, and sprinkling storage methods.</p>	ARF-3	
5275	<p><u>Tools/Equipment</u></p> <p>Use for materials relating to tools and equipment used in har-vesting, logging, processing of forest products, and other re-lated operations, such as felling, limbing, bucking, skidding, yarding, stacking, and loading, and other instruments used in plant management and engineering systems analysis.</p>	ARF-3	
5280	<p><u>Transportation (Wood Products)</u></p> <p>Use for materials relating to the movement of wood products--finished/unfinished--from woods to consumers through air, land, and water transporting systems. (For air operations, see file #7100.)</p> <p>File A-Z by type of log transporting system.</p>	ARF-3	
5285	<p><u>Treating (Wood Preservation)</u></p> <p>Use for correspondence relating to the preservation of wood pro-ducts against fungi, insects, borers, fire resistance, and other living organisms through water and oil solutions applied by pressure, non-pressure, or dipping treatments or methods.</p> <p>File A-Z by type of solution and/or by method.</p>	A-3	
5300	<p><u>FOREST SOILS</u></p> <p>Use for materials relating to soil groups, interpretations, samp-lings, and testings, including woodland management surveys.</p>	ARF-3	
5305	<p><u>Soil Groupings</u></p> <p>Including soil types, series, and descriptions.</p> <p>File A-Z by type of soil.</p>	ARF-P	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5310	<u>Soil Management</u> Use for correspondence relating to soil treatments or enrichments through cultural practices and soil building materials, such as manures, composts, fertilizers, and other related items.	ARF-3	
5315	<u>Soil Samplings</u> Used to analyze the physical properties of forest soils, such as texture, gravity, porosity consistence, cohesion, plasticity, structure, penetrability, color, and temperature.	ARF-3	
5320	<u>Soil Testings</u> Includes soil sample analyses for plant nutrients and organic contents to maintain soil fertility and productivity.	ARF-6	
5325	<u>Surveys</u> Prepared and used internally for woodland management activities, such as soil-site relationships, correlations, and other related uses. (For erosion, sediment control, and soil stabilization activities, see <u>Soil Surveys</u> classified under Watershed Management, file #5935.) File A-Z by county, then by survey title with year date.	ARF-P	
5400	<u>LAND MANAGEMENT</u> Use for materials, records, documents, etc., relating to land uses, acquisitions, sales, grants, exchanges, and reclamation activities. (Completed land purchases, and other land transactions maintained and microfilmed by Program Open Space.)	ARF-P	
1	<u>Reports</u> Use for informational and statistical materials/reports/summaries prepared for internal uses. (For administrative/annual reports, see file #1255.) File A-Z by report title and year date.	ARF-6	
2	<u>Studies/Surveys</u> File A-Z by survey title and year date.	ARF-6	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5405	<p><u>Acquisitions</u></p> <p>Use for materials relating to land purchases/gifts/donations, executed instruments, and signed deeds.</p> <p>Case file A-Z by seller, grantor, or by tract name or number where appropriate.</p> <p><u>Note:</u> Completed land purchases, and other land transactions maintained and microfilmed by Program Open Space.)</p>	ARF-P	
5410	<p><u>Easements</u></p> <p>Use for materials and signed easement agreements of agency lands.</p> <p>File A-Z by grantee.</p>	Retain 3 ye and until e piration of contract, then destro	
5415	<p><u>Land Uses Planning</u></p> <p>Use for materials relating to land use classifications of agency lands.</p>	ARF-6	
5420	<p><u>Leases</u></p> <p>Use for materials, correspondence, and signed leasing agreements of agency lands.</p> <p>Case file A-Z by lessee.</p> <p>(For leases covering agency office space and facilities rented to/or from private individuals or organizations, see file #2720.)</p>	Retain 3 ye and until e piration of contract, then destro	
5425	<p><u>Licenses</u></p> <p>Use for materials, correspondence, and signed licensing agreements of agency lands.</p> <p>Case file A-Z by licensee.</p>	Retain 3 ye and until e piration of contract, then destro	
5430	<p><u>Memoranda of Understanding</u></p> <p>Use for materials and signed land-use agreements of agency lands.</p> <p>Case file A-Z by name of cooperator.</p>	Retain 3 y and until piration o contract, then destr	
5435	<p><u>Option Contracts</u></p> <p>Use for materials, correspondence, and signed option contracts where the agency makes future land purchases.</p> <p>Case file A-Z by grantor. Include in the applicable acquisition folder. (See File #5405).</p>		

CO (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
	<p><u>Note:</u> When land acquisition transaction completed, include documents in the appropriate land acquisition case file, code number 5605.</p>		
5440	<p><u>Quitclaim Deeds</u></p> <p>File A-Z by grantor.</p>	ARF-P	
5445	<p><u>Reclamation Activities (Land)</u></p> <p>Use for materials relating to land reclamation or revegetation projects in areas disturbed by mineral extraction, production, and landfill operations. (For solid waste disposal, and mineral management, see file #5500, and 7800.)</p> <p>File A-Z by name of cooperator or project.</p>	Retain until completion of project, then destroy.	
5450	<p><u>Right-of-Way Acquisitions</u></p> <p>Use for materials, records, documents, and signed right-of-way contracts purchased by the agency.</p> <p>File A-Z by grantor.</p>	ARF-P	
5455	<p><u>Right-of-Way Agreements</u></p> <p>Use for materials, records, documents, and signed right-of-way agreements issued to utility companies.</p>	Retain 3 years and until expiration of contract, then destroy.	
5460	<p><u>Right-of-Way Grants</u></p> <p>Use for materials, records, documents, and signed contracts granting rights-of-way to utilities or individuals within agency lands.</p> <p>File A-Z by grantor.</p>	Retain 3 years and until cancellation of contract, then destroy.	
5465	<p><u>Reservations/Outstanding Rights/Clauses</u></p> <p>Use for materials relating to timber, residency, occupancy, easements, improvements, water, grazing, and other reservations or rights on acquired lands. (For mineral rights and reservations, see file #5525.)</p>	ARF-P	
5470	<p><u>Sales/Grants/Exchanges</u></p> <p>Use for materials, records, documents, and signed sale/grant/exchange agreements of agency lands, including land transfers, and proposals.</p> <p>File A-Z by seller, grantor, or by tract name or number where appropriate.</p>	ARF-P	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5475	<p><u>Use Permits/Agreements</u></p> <p>Use for materials, permits, and agreements issued to private individuals or organizations for special uses of agency lands and facilities. (For leases covering agency facilities rented to/or from public or forest personnel, see file #2720.)</p> <p>File A-Z by permittee.</p>	Retain 3 years and until expiration of permit or agreement, then destroy	3 years
5500	<p><u>MINERALS MANAGEMENT</u></p> <p>Use for materials/records relating to the leasing, licensing, selling, claims, and rights of minerals owned and controlled by the agency. (Oil/gas/other mineral leases maintained and micro-filmed by Program Open Space-DNR.)</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational/statistical reports and summaries prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title and year date.</p>	ARF-6	
5505	<p><u>Leases</u></p> <p>Used for materials, signed contracts, and other related documents for gas or oil exploration, production, or storage within agency-owned and controlled lands.</p> <p>File A-Z by lessor and by location.</p>	Retain 3 years and until expiration of contract, then destroy	3 years
5510	<p><u>Licenses</u></p> <p>Use for materials, correspondence, and signed contracts for mineral mining operations within agency-owned and controlled lands.</p> <p>File A-Z by licensee and by location.</p>	Retain 3 years and until expiration of contract, then destroy	3 years
5515	<p><u>Mining Claims</u></p> <p>Use for materials/records relating to mining claims within agency-owned and controlled lands by private coal operators and other individuals and organizations.</p> <p><u>Note:</u> Segregate contested cases, if needed.</p>	ARF-P	
5520	<p><u>Mineral Products</u></p> <p>Use for materials relating to subterranean mineral products and geological materials owned and sold by the agency. (For forest</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5525	<p>products utilization/marketing, see file #5220, 5225, and 5245.)</p> <p>File A-Z by type of mineral product.</p> <p><u>Mineral Rights/Reservations/Clauses</u></p> <p>Use for gas, oil, and other mineral rights, reservations, or clauses on purchased lands or imposed on land sales, grants, or exchanges. (For land use reservations and ownership rights, see file #5465.)</p> <p><u>Note:</u> Establish folders alphabetically by State Forest, by type of right, or by tract name, if needed.</p>	ARF-P	
5530	<p><u>Mineral Sales</u></p> <p>Use for materials relating to the advertisements, bids, proposals, notices, awards for commercial gas, oil, and other mineral and geological products and materials owned and controlled by the agency.</p> <p><u>Note:</u> After bid awarded to a successful bidder, create case file and transfer related materials to the appropriate case file. (For mineral sale contracts, see file #5535.)</p>	ARF-6	
5535	<p><u>Mineral Sales Contracts</u></p> <p>(For timber sale contracts see file #5130.)</p> <p>Case file A-Z by purchaser.</p>	Retain 3 years and until expiration of contract, then destroy.	
5540	<p><u>Permits</u></p> <p>Use for materials, correspondence/applications, and permits issued for exploration, extraction, production, drilling, and subsurface storage of gas, oil, and other minerals owned and controlled by the agency, including strip mining operations. (For gas/oil leases, see file #5505.)</p>	Retain 3 years and until expiration of permit then destroy.	
5545	<p><u>Strip Mining</u></p> <p>Use for materials relating to strip mining demonstration projects within agency/non-agency owned lands. (For forest management, watershed, and visitor information demonstration areas, see file #5115, #5915A, and #6450-1, respectively.)</p> <p>Case file A-Z by program or project.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5600	<p><u>MULTIPLE USE MANAGEMENT</u></p> <p>Use for materials relating to the coordination and integration of the various forest uses--both private and public--such as recreation, wood fiber, water(shed), wildlife, wilderness, general conservation, grazing, and other related uses.</p> <p>1 <u>Reports</u></p> <p>Use for informational and statistical reports and summaries prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p> <p>2 <u>Studies/Surveys</u></p> <p>File A-Z by survey title.</p>	ARF-3	
5605	<p><u>Cooperative Arrangements</u></p> <p>Including soil, water, timber, and other resource(s) conservation arrangements.</p> <p>1 <u>Agreements</u></p> <p>File A-Z by cooperator.</p> <p>2 <u>Cooperative Programs</u></p> <p>Case file A-Z by project or program.</p>	ARF-3	Retain 3 years and until expiration of contract, then destroy.
5610	<p><u>Planning</u></p> <p>Including coordination of resource use for private and public lands.</p>	ARF-6	
5700	<p><u>RECREATION MANAGEMENT</u></p> <p>Use for materials/reports relating to public or private recreation areas, sites, programs, planning, and other related activities.</p> <p>1 <u>Reports</u></p> <p>Use for informational and statistical reports/summaries prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<p><u>Studies/Surveys</u></p> <p>File A-Z by survey title.</p>	ARF-P	
5705	<p><u>Archaeological Areas</u></p> <p>Use for correspondence/other material relating to designated and registered in Federal or State Registers for preservation or restoration of local, State, or National archaeological sites, such as Chimney Hollow, Nassawango Iron Furnace, etc.</p> <p>Case file A-Z by name of area.</p>	ARF-6	
5710	<p><u>Commercial Recreation</u></p> <p>Use for correspondence relating to the development of recreational facilities by individuals, companies, or local governments.</p>	ARF-3	
5715	<p><u>Development Sites</u></p> <p>Includes development areas--near or accessible to major centers of urban population--used for intensive recreational activities, such as camping, picnicing, water and snow sports, and group field games. (For engineering projects, see file #6320.)</p> <p>Case file A-Z by type of activity.</p>	ARF-3	
5720	<p><u>Equipment/Supplies</u></p> <p>Use for correspondence relating to the equipment and supplies used in various recreational activities, such as hiking, camping, mountaineering, etc.</p> <p>Subdivide A-Z by type of activity as needed.</p>	ARF-3	
5725	<p><u>Forest Landscapes</u></p> <p>Use for correspondence relating to the visual and aesthetic patterns, vistas, appearances, aesthetics, beauty, and configurations of the forest environment created and generated through silvicultural practices and timber management activities.</p>	ARF-3	
5730	<p><u>General Recreation Areas</u></p> <p>Use for materials relating to man-made and natural settings used to provide wide range of outdoor recreational activities and opportunities, including general undeveloped areas, roads, trails, and water areas, such as Big Poplar Nature Trail, Elk Neck Community Lake, Herrington Manor, Motorcycle Trail, New Germany Area, Run Nature Trail, Snowmobile Trail, etc.</p>	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
	Case file A-Z by name of area.		
5735	<u>Historic/Cultural Sites</u> Use for materials relating to historical/cultural sites established to preserve, commemorate, or restore the history, tradition, and cultural heritage of the Nation, State, or local interest, including historic events, places, and personages. E.g., Garrett Memorial Trail, Glenn R. Cavenet Memorial, and others. File A-Z by name of site.	ARF-3	
5740	<u>Maintenance</u> Use for correspondence relating to the general maintenance associated with cleaning and repairing of recreational facilities and structures. <u>Do not include materials of engineering nature.</u> (For engineering projects, see file #6320.)	ARF-3	
5745	<u>Operations</u>	ARF-3	
1	<u>Attendance Records</u> Including camping, picnicing, visiting use.	ARF-3	
2	<u>Commendations</u> Includes letters from public commending agency facilities, treatment, etc. (Also see file #1500-2 and #4245.)	ARF-3	
3	<u>Complaints</u> Includes letters from public against agency facilities, treatment, etc. (For letters against personnel must be cross-referenced to code #4245; for forest management, see file #5100-1; and for tree experts, see file #5800-1.)	ARF-3	
4	<u>Concessions</u>	ARF-3	
5	<u>Suggestions</u> Includes improvements, evaluations, and comments from users.	ARF-3	
5750	<u>Planning</u> Includes surveys of proposed State areas and recreation plans.	ARF-P	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5755	<p><u>Scenic Areas</u></p> <p>Use for correspondence relating to strategic vantage points, unique features, and overlooks where outstanding natural beauty can be seen and observed.</p> <p>File A-Z by name of area.</p>	ARF-3	
5760	<p><u>Scenic Rivers</u></p> <p>Use for correspondence relating to scenic rivers designated or proposed for outstanding and potential natural aesthetic values. E.g., Deer, Patuxent, Pocomoke, and Youghiogheny Rivers, and others.</p> <p>Case file A-Z by name of river.</p>	ARF-3	
5765	<p><u>Special Interest Areas</u></p> <p>Use for correspondence relating to special interest areas, such as ecological, geological, ornithological, botanical, and zoological areas.</p> <p>Case file A-Z by name of area.</p>	ARF-3	
5770	<p><u>Special Programs</u></p> <p>Use for materials relating to special recreational programs, such as autumn glory festival, etc.</p> <p>Case file A-Z by program, and number folders consecutively.</p>	ARF-3	
5775	<p><u>Wildland Areas</u></p> <p>Use for materials relating to wildland areas and primitive lands used for hiking, horseback riding, nature studying, fishing, and hunting activities, etc.</p> <p>Case file A-Z by name of area, and number folders consecutively.</p>	ARF-3	
5800	<p><u>URBAN/COMMUNITY FORESTRY</u></p> <p>Use for materials relating to the supervisory, investigative, licensing, protection, regulation, programs, and projects of shade trees in urban and community settings and within public rights-of-way. (For licensed tree experts listing, see file #5810.)</p>	ARF-3	
1	<p><u>Complaints</u></p> <p>Use for letters received from urban/rural/community residents relating to trimming, surgical, and removal activities per-</p>	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
	formed by licensed tree experts. (For complaints against personnel, forest management, and agency facilities, see file #4250-2, #5100-1, and #5745-3, respectively.)		
2	<u>Reports</u> Use for informational and statistical reports/summaries prepared for internal uses and used to show advisory assistance given to urban/community residents and woodland/tree owners. (For administrative/annual reports, see file #1255.) File A-Z by report title.	ARF-3	
3	<u>Training</u>	ARF-3	
5805	<u>Inspections/Reports</u> Use for materials/reports relating to roadside tree inspection/work performed by certified tree experts. (For organizational/management controls, see file #1200.)	ARF-3	
5810	<u>Licenses</u> Use for licensed tree experts issued to private individuals engaged in urban and roadside tree care and removal operations. (For functional violations/investigation/compliance, see file #7420.) File A-Z by licensee.	ARF-3 Cutoff annually.	
5815	<u>Permits</u> Use for permits issued to private or public organizations, local governments, and public utilities for trimming and removal of trees within public rights-of-way and road construction and repair within rights-of-way. (For functional violations and investigation/complaints, see file #7430-9.) File A-Z by permittee and by fiscal year. Note: Segregate by paid or free if necessary, and staple roadside tree application(s) together with the appropriate permit(s) issued.	ARF-3	
5820	<u>Roadside Tree Operations</u> Use for materials relating to the agency supervision of roadside trimming crews hired by public utilities and other private organizations.	ARF-3	

ODE 1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
825	<p><u>Tree Experts</u></p> <p>Use for materials relating to the administration of certified tree experts, requirements, examinations, applications, fees, inquiries, and other related activities. (For tree expert licenses, see file #5810.)</p> <p><u>Note:</u> Establish individual folder after applicant is scheduled for tree expert examination. (See file #5835-1.)</p>	ARF-3	
830	<p><u>Tree Expert Test Papers</u></p> <p>Use for test materials relating to licensing and regulation of tree experts in the State.</p>	Retain until superseded, then destroy.	
5835	<p><u>Tree Expert Folders</u></p> <p>Case file A-Z by surname.</p> <p><u>Failed</u></p>	Retain until expiration of license, then destroy.	Screen folders for obsolete material. Cutoff annually.
2	<p><u>Passed</u></p>		
5840	<p><u>Urban Projects</u></p> <p>Use for materials relating to urban projects initiated by local governments and land developers with Maryland Forest Service as advisor for the care and management of trees in urban/community settings. (For urban woodland files, and management plans, see file #5170.)</p> <p>File A-Z by project.</p>	Retain 3 year after completion of project, then destroy.	
5900	<p><u>WATERSHED MANAGEMENT</u></p> <p>Use for materials relating to the management of watersheds, cooperative relations, surveys, demonstrations, and projects.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports/summaries prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SR: After Yrs (4)
2	<u>Training</u>	ARF-3	
5905	<p><u>Coastal Zone Projects (PL-583)</u></p> <p>Use for materials, work plans, and reports relating to coastal zone management projects federally funded by Coastal Zone Management Act (1972).</p> <p>Case file A-Z by project.</p>	ARF-15	and until completion of project, then destroy.
5910	<p><u>Demonstration Areas</u></p> <p>Use for materials relating to watershed management demonstration areas, such as Catoctin, South Mountain, etc. (For forest management, strip mine, wildlife, and visitor information, see file #5115A, #5915A, #5545, and #6450-1, respectively.)</p> <p>Case file A-Z by name of area.</p>	ARF-3	
5915	<p><u>Emergency Flood Prevention Projects</u></p> <p>Use for materials, work plans, and reports relating to emergency flood prevention projects designed to protect upland property from floods and other natural disasters and federally funded by Flood Control Act (1950).</p> <p>Case file A-Z by project, such as "Hurricane Agnes", etc.</p>	ARF-3	and until completion of project, then destroy.
5920	<p><u>Flood Prevention Projects (PL-534)</u></p> <p>Use for materials, work plans, and reports relating to flood prevention projects federally funded by Flood Control Act (1944, 1950).</p> <p>Case file A-Z by project.</p>	ARF-15	and until completion of project, then destroy.
5925	<u>Hydrologic Surveys</u>	ARF-P	Send to HR after 12 years' accumulation.
1	<u>Water Resources Inventories</u>	ARF-6	
5930	<p><u>River Basin Studies/Surveys</u></p> <p>File A-Z by study/survey title.</p>	ARF-P	Send to HR after 12 years' accumulation.

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5935	<p><u>Soil Surveys</u></p> <p>Use for soil surveys and inventories used for area stabilization, erosion control, and sediment production/activities.</p> <p><u>Note:</u> For soil-site relationships, correlations, and woodland management activities, see file #5325.)</p>	ARF-P	Send to HR after 12 years' accumulation.
5940	<p><u>Small Watershed Demonstration Projects</u></p> <p>Case file A-Z by project.</p>	ARF-15	and until comple- tion of pro- ject, then destroy.
5945	<p><u>Watershed Protection/Prevention Projects (PL-566)</u></p> <p>Use for materials, work and management plans, reports, and other allied items relating to project PL-566, funded by Watershed and Flood Prevention Act of 1954. (For other federally funded programs, see file #6120.)</p> <p>Case file A-Z by project, such as "Aydelotte", "Bear Creek", etc., and number folders consecutively.</p>	ARF-15	and until comple- tion of pro- ject, then destroy.
5900A	<p><u>WILDLIFE MANAGEMENT</u></p> <p>Use for materials relating to the management of wildlife and wildlife habitat, planning, protection, cooperation, control, and other related wildlife activities.</p> <p>1 <u>Reports</u></p> <p>Use for informational and statistical reports, records, or summaries prepared for internal uses or received by the agency. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p> <p>2 <u>Training</u></p>	ARF-3	
5905A	<p><u>Control Programs</u></p> <p>Use for materials relating to the various programs designed to protect tree seedlings and other plants from injury by wildlife and control wildlife population through pesticides and mechanical measures and devices, including poison bait, repellents, and traps. (For pesticide uses/control, see file #7600.)</p> <p>Case file A-Z by program or project, such as birds, deer, mice/rats, squirrels, other animals, etc.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SRC After Yrs. (4)
5910A 1	<p><u>Cooperative Relations</u></p> <p><u>Agreements</u></p> <p>File A-Z by name of cooperator</p>	ARF-3	Retain 3 years and until expiration of contract, then destroy.
5915A	<p><u>Demonstration Areas</u></p> <p>Use for materials relating to wildlife demonstration areas, such as Remington Farm, etc. (For forest management, watershed, strip mine, and visitor information demonstrations, see file #5115, #5910, #5545, and #6450, respectively.)</p> <p>File A-Z by name of area.</p>	ARF-3	
5920A 1 2	<p><u>Endangered Wildlife Species</u></p> <p>Use for materials, reports, and lists relating to endangered and threatened wildlife species required by Federal Endangered Species Act (1973) and by Maryland Nongame and Endangered Species Conservation Act (1975). (For endangered plant species, see file #5120.)</p> <p><u>Projects (PL-205)</u></p> <p>Case file A-Z by project.</p> <p><u>Reports/Listings</u></p> <p>(For endangered and threatened plant species, see file #5120-1)</p> <p>File A-Z by report title.</p>	ARF-3	Retain until superseded, then destroy.
5925A	<p><u>Game Management</u></p> <p>Use for correspondence relating to the hunting and shooting of wildlife species.</p> <p>File A-Z by group of species, such as forest/upland game, furbearers, migratory birds, waterfowl, etc.</p>	ARF-3	
5930A	<p><u>Habitat Improvements</u></p> <p>Use for materials relating to wildlife food, cover, and other habitat management activities, such as controlled burnings, clearings, openings, fencing, waterholes, ponds, and stream improvements. (For fuel treatment/prescribed burning, see file #7270.)</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
5935A	<p><u>Planning</u></p> <p>Use for materials, resource and management plans, surveys, studies, and other related items.</p> <p><u>Note:</u> File wildlife management plan A-Z by location or by species, if necessary.</p>	ARF-3	
5940A	<p><u>Refuges</u></p> <p>Use for materials relating to wildlife protection, refuges, and sanctuaries, such as Mt. Nebo, etc.</p> <p>Case file A-Z by name of refugee.</p>	ARF-3	
5900B	<p><u>OTHER LAND RESOURCE USES</u></p> <p>Use for materials, reports, and plans relating to controlled grazing, custom farming, agricultural, etc., other private and public land uses.</p> <p><u>Note:</u> When records volume increases, subdivide by type of land use.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports or summaries created or received by the agency. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	
5905B	<p><u>Land Use Plans</u></p> <p>Use for materials/reports and land use plans received/created by the agency. (For woodland management plans, see file #5170.)</p> <p>File A-Z by name of originating agency or organization.</p>	ARF-3	
6100	<p><u>AID PROGRAMS</u></p> <p>Use for materials relating to all forest management assistance programs where the agency receives external grants from private individuals, organizations, local governments, and State and federal matching and cost sharing funds for agency-owned and controlled lands and private woodlands. (For financial plans relating to aid programs, such as plans, estimates, expenditures, and allotments, see file #2320-2.)</p>	ARF-6	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6105	<p><u>Federal Aid Programs</u></p> <p>Use for correspondence <u>only</u>. (For federally funded manpower utilization programs, see file #4105.)</p> <p>Case file A-Z by program and/or project, such as ACP, CFM, CM-2, CM-4, FIP, GFA, REAP, etc.</p>	ARF-6	
6110	<p><u>Local Aid Programs</u></p> <p>Use for correspondence relating to external grants and programs by local governmental agencies. (For fiscal records, see file #2320-2.)</p> <p>Case file A-Z by name of agency, program, or project.</p>	ARF-3	
6115	<p><u>Private Aid Programs</u></p> <p>Use for correspondence relating to external grants and aid programs by private individuals or organizations. (For fiscal records, see file #2320-2.)</p> <p>Case file A-Z by program and/or project, such as "Dimes for Pines."</p>	ARF-3	
6120	<p><u>Projects</u></p> <p>Use for all forest management and conservation projects funded by the various federal aid programs classified under file #6105, including work plans, reports, and other project related items. <u>Do not include projects PL-566, and PL-534.</u> (See file #4125, and #5945.)</p> <p>Case file A-Z by program and/or project.</p>	Retain 3 years and until com- pletion of project, then destroy	
6125	<p><u>Project Notifications/Reviews</u></p> <p>Use for correspondence with State Clearinghouse relating to approvals and/or disapprovals of proposed federally funded programs and projects.</p> <p>File chronologically by fiscal year. Establish folder(s) for new program(s) or project(s). Include in the applicable folder(s) for existing and on-going program(s) or project(s).</p>	ARF-3	
6130	<p><u>State Aid Programs</u></p> <p>Use for materials relating to State grants for special forestry programs.</p> <p>Case file A-Z by program and/or project.</p>	ARF-3	

CO (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6200	<u>EMERGENCY OPERATIONS</u> Use for correspondence relating to flood, fire, snow, natural emergencies, plans, cooperative arrangements, defense activities and programs, including search and rescue activities in woodlands.	ARF-3	
1	<u>Reports</u> Use for informational and statistical reports or summaries created or received by the agency. (For administrative/annual reports, see file #1255.) File A-Z by report title.	ARF-3	
2	<u>Training</u> Including civil defense.	ARF-3	
6205	<u>Biological/Chemical Defenses</u> Use for correspondence relating to the potential threat of land, water, air, and human resources by foreign or enemy diseases, insects, bacteria, or chemicals.	ARF-3	
6210	<u>Civil Defense Exercises</u> Use for correspondence and reports relating to national/state/county-wide radiological, disaster, survival, and other planned emergency exercises. Case file A-Z by name of exercise, such as Nadex, Oldline Alert, Operation Check-up, Operation Flame, Refresher, etc.	ARF-3	
6215	<u>Cooperative Relations</u> Use for correspondence with municipal, county, state, and federal agencies relating to emergency operations. (For fire control agreements, see file #7225, and #7230.) Case file A-Z by name of cooperator or agency.	ARF-3	
1	<u>Agreements</u>	Retain 3 years and until expiration, then destroy.	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6220	<u>Directories</u> Includes lists of qualified city, town, rural, county, state, and federal personnel utilized in emergency operations and defense activities <u>only</u> . (For other informational directories/lists, see file #6455-4.)	Retain until superseded, then destroy	
6225	<u>Disaster Plans</u> Use for materials/plans relating to state, county, rural, regional and federal survival and disaster plans, including related correspondence. Also known collectively as "Operational Plans." Case file A-Z by plan and by political division/subdivision.	Retain until superseded, then destroy	
1	<u>County</u>	ARF-3	
2	<u>Federal</u>	ARF-3	
3	<u>Regional</u>	ARF-3	
4	<u>Rural</u>	ARF-3	
	Including national plans.		
5	<u>State</u>	ARF-3	
	Including survival and severe weather plans.		
6230	<u>Food Defense Programs</u> Use for correspondence relating to the preparation, processing, and distribution of food categories, and stock piles for emergency operations.	ARF-3	
6235	<u>Flood Emergencies</u> Use for correspondence relating to the distribution of food, clothing, and other supplies to communities affected by flood waters.	ARF-3	
6240	<u>Forest Fire Emergencies</u> File A-Z by plan.	ARF-3	
1	<u>Plans (Military)</u>	Retain until superseded, then destroy	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<u>Special Plans</u> Use for specially prepared fire plans for civil, military, and federal installations or organizations. File A-Z by installation.	Retain	until superseded, then destroy.
6245	<u>Planning</u> Use for materials/plans/reports relating to resource planning activities, such as land, water, air, and human resources.	ARF-6	
6250	<u>Radiological Defenses</u> Use for materials relating to atomic, hydrogen, and nuclear attacks.	ARF-3	
1	<u>Equipment/Supplies</u> Including instruments. <u>Monitoring Stations</u> <u>Note:</u> When records volume increases, subdivide by name of station.	ARF-3	
3	<u>Plans(National)</u>	Retain	until superseded, then destroy.
4	<u>Training</u>	ARF-3	
6255	<u>Rural Fire Defenses</u>	ARF-3	
1	<u>Plans(National)</u>	Retain	until superseded, then destroy.
6260	<u>Research/Rescue</u>	ARF-3	
1	<u>Teams</u> Including organization, equipment, qualifications, and training.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send T SRC After Yrs. (4)
6265	<p><u>Snow Emergencies</u></p> <p>Use for correspondence relating to the dispatch of forest personnel and use of agency equipment for snow removal activities, such as clearing and opening of State, county, and private highways, roads, and entrances.</p>	ARF-3	
6270	<p><u>Other Emergencies</u></p> <p>Use for materials relating to chemical incidents, water quality accidents, air pollution emergencies, radiation incidents, and other natural disasters.</p> <p>File A-Z by type of emergency as needed.</p>	ARF-3	
6300	<p><u>ENGINEERING OPERATIONS</u></p> <p>Use for correspondence relating to electronic communications, equipment development and test, plans, projects, signs, and surveys.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses.</p> <p>File A-Z by report title.</p>	ARF-3	
6305	<p><u>Electronic Communications</u></p> <p>Use for materials relating to radio frequency management, radio system maintenance, and wire communications.</p>	ARF-3	
1	<p><u>Daily Reports/Radio Logs</u></p> <p>Use for air communications, reports/logs used for information and convenience purposes <u>only</u>.</p>	ARF-1	
2	<p><u>Radio Maintenance</u></p>	ARF-3	
3	<p><u>Radio Frequency Management</u></p> <p>Use for materials relating to radio frequencies, coordinations, assignments, bands, allocations, designations, and other operational items.</p>	ARF-3	Retain until superseded, then destroy
6310	<p><u>Equipment Development/Test</u></p> <p>Use for correspondence relating to equipment developments, tests, trials, and standardizations received by the agency.</p> <p>File A-Z by type of equipment as needed.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6315	<p><u>Plans</u></p> <p>Use for blueprints, architectural designs, engineering drawings, floor plans, site drawings, and other designs for agency approved projects. (For approved new, remodeled, or razed engineering projects, see file #6320.)</p> <p><u>Note:</u> Include in the appropriate project file.</p>	Retain until water/ground/air structure destroyed or dismantled, then transfer to H.R.	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses.</p>	ARF-3	
6320	<p><u>Projects Management</u></p> <p>Use for proposed and approved new, remodeled, or razed agency projects or improvements of existing structures submitted for outside bids, such as buildings, towers, highways, waterways, trails, bridges, roads, protective works, other ground structures. Project files include the following materials: correspondence between originating offices and contractors; bid proposals; notices; scope and specifications; drawings; bid invitations; construction agreements; prospectuses; awards, advertisements; inspection and completion reports; and other related items.</p> <p><u>Note:</u> Do not destroy architectural designs or engineering plans after project completion. Include architectural and engineering designs and plans in file #6315.</p> <p>File A-Z by project.</p>	Retain until completion of project, then destroy.	
6325	<p><u>Signs</u></p> <p>Use for correspondence relating to markings, letterings, posters and signs installed on agency roads, rights-of-way, trails, areas, buildings, public highways, facilities, installations, and other structures for informational, directional, educational, cautionary, or regulatory purposes.</p> <p>File A-Z by location.</p>	Retain until destruction or dismantlement, then destroy.	
6330	<p><u>Surveys/Maps</u></p> <p>Use for materials relating to aerial surveying and mapping activities used in locating, marking, erecting of boundaries, property lines, corners, monuments, and markers, including aerial photography, and reproduction.</p> <p>File A-Z by survey title.</p>	ARF-P	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1	<p><u>ERTS Program</u></p> <p>A U.S. Forest Service sponsored aerial surveying program known as "Earth Resources Technology Satellite Program" (ERTS).</p>	ARF-3	
6400	<p><u>INFORMATION/SERVICES</u></p> <p>Use for correspondence relating to general informational activities and relations with the public, and the dissemination of information through exhibits, displays, motion pictures, photographs, radio and television, publications, records, press releases, and other cooperative programs, including conservation awards.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses or compiled for agency submission and distribution. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	
6405	<p><u>Audio/Visual</u></p> <p>Use for correspondence relating to requests and distribution of audiovisual information, such as movies/slides, exhibits, radio and television, and other related items.</p>	ARF-3	
1	<p><u>Exhibits/Displays</u></p> <p>Use for materials relating to the planning, scheduling, and placement of exhibits in county, state, and world fairs, public schools, parades, commercial grounds, open houses, and other public places.</p> <p>File A-Z by display(s) or exhibit(s), such as county fairs, public schools, state fairs, world fairs, etc.</p>	ARF-3	
2	<p><u>Movies/Slides</u></p> <p>Use for correspondence relating to slides, tapes, motion pictures, filmstrips, pictures, films, sound tracts, and transparencies.</p>	ARF-3	
2-1	<p><u>In-State Requests</u></p>	ARF-3	
2-2	<p><u>Out-of-State Requests</u></p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
3	<u>Photographs</u>	ARF-3	
4	<u>Radio Stations</u> Case file A-Z by radio code, such as WANN, WBAL, WBMD, WCAO, WFMD, WJZ, WTOP, etc.	ARF-3	
5	<u>Television Stations</u> Case file A-Z by television station, such as WAAN, WBAL, WTOP, etc.	ARF-3	
6	<u>Training</u>	ARF-3	
6410	<u>Awards (Conservation)</u> Use for materials relating to the various awards, certificates, appreciation plaques, and scholarships to individuals, groups, organizations, and communication media for major contributions, accomplishments, and efforts in the conservation of natural resources. (For employees' incentive awards, see file #4215-1.) File A-Z by award category, such as American Motors, American Tree Farm, Communications, Educator, Conservation Organization, etc.	ARF-3	
6415	<u>Consulting Forester Services</u> Includes referrals to licensed and professional foresters engaged in private woodland management activities.	ARF-3	
6420	<u>Cooperative Activities</u> Use for materials relating to special cooperative work programs with groups or private organizations, such as industrial, motor vehicle, and snowmobile safety programs. (For employee safety, see file #4270.) Case file A-Z by program.	ARF-3	
6425	<u>Educational Programs</u> Use for materials used to educate the general public with forest conservation practices and to disseminate and publicize forestry programs, services, and activities to groups and individuals. Case file A-Z by program, and number folders consecutively, such as Arbor Day, Bicentennial, Big Tree Champions, Career Day, College/Community, etc. <u>Note:</u> Big Tree cards not included in this filing system.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6430	<p><u>Forest Glossaries</u></p> <p>Includes lists of specialized forestry vocabularies used in informational, educational, and research activities.</p>	Retain until superseded,	then destroy
6435	<p><u>Historical Data</u></p> <p>Includes data having enduring, historical, and research values; reflecting significant events and developments; documenting the history and development of the agency; containing basic data about the agency's origin, policies, functions, organization, and administrative decisions; and providing research materials for scholars, students, researchers, and other interested individuals and groups.</p>	ARF-P	
6440	<p><u>Subscriptions</u></p> <p>Use for correspondence relating to newspaper, periodical, and magazine subscriptions intended for agency use.</p>	ARF-3	
6445	<p><u>Technical Libraries</u></p> <p>Includes correspondence relating to requests, approvals, and acquisitions of reference aids and materials.</p>	ARF-3	
6450	<p><u>Visitor Information Services</u></p> <p>Includes on/off ground activities which add to visitors' enjoyment, knowledge, or appreciation of forest environment, including the dissemination of forestry information to various groups through public speaking engagements, personal contacts, lectures, addresses, demonstrations, trips and tours, field days, open houses, and other interpretative activities.</p> <p>File A-Z by type of activity.</p>	ARF-3	
1	<p><u>Demonstrations</u></p> <p>Used as means for demonstrating land conservation practices and results. (For forest, wildlife, watershed, strip mine, and demonstration areas, see file #5115, #5910, #5915A, and #5545, respectively.)</p>	ARF-3	
2	<p><u>Talks/Addresses</u></p> <p>Includes copies of talks, addresses, and speeches by agency personnel or of interest to the agency.</p>	ARF-3	
3	<p><u>Tours</u></p> <p>Use for materials as means for influencing people in communities, schools, governments, industries on forestry practices.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6455	<p><u>Written Information</u></p> <p>Use for correspondence relating to distribution of agency literatures, including pamphlets.</p>	ARF-3	
1	<p><u>Clippings</u></p> <p>Use for newspapers, magazines, reprints, and other out-service clipped materials.</p> <p><u>Note:</u> Do not maintain clippings in a separate file. File clippings by the appropriate subject matter; indicate source, and date; and may be mounted or unmounted.</p>	ARF-3	
2	<p><u>Distribution</u></p> <p>Use for correspondence relating to external and internal distribution of agency and nonagency pamphlets, posters, brochures, and other related literatures.</p>	ARF-3	
2-1	<p><u>External (Outside Public)</u></p>	ARF-3	
2-2	<p><u>Internal (In-Agency)</u></p>	ARF-3	
3	<p><u>In-Service Organs</u></p> <p>Includes requests for related in-service informational organs, such as newsletters, leaflets, circulars, and other periodic materials.</p> <p>File A-Z by name of house organ.</p>	ARF-3	
4	<p><u>Lists/Directories</u></p> <p>Includes requests for directories, rosters, registers compiled by the agency. (For civil defense directories, see file #6220; and for manual/handbook requests, see file #1300-1.)</p> <p>File A-Z by type of listing.</p>	Retain until superseded, then destroy.	
5	<p><u>Mailing Lists</u></p> <p>Includes requests from public to be placed on agency lists, and other bulletins.</p>	Retain until superseded, then destroy.	
6	<p><u>Publications</u></p> <p>Includes requests by public for agency publications and by agency for outside publications.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6-1	<u>Articles</u> Includes agency articles featured in commercial magazines, newspapers, and other periodicals.	ARF-3	
7	<u>Releases</u>	ARF-3	
7-1	<u>Internal</u> Includes news/press releases issued by the agency.	ARF-3	
7-2	<u>External</u> Includes news/press releases created by local, state, federal, and intrastate agencies, other states, and private individuals.	AR-1	
6500	<u>RESEARCH/EXPERIMENTS</u> Use for materials, reports, and records relating to land, water, air resources research, protection and control research, cooperative arrangements, and other experiments conducted by the agency.	ARF-P	
1	<u>Reports</u> Use for informational and statistical reports, summaries, and records prepared for internal uses. File A-Z by report title.	ARF-P	
6505	<u>Air Resources</u> Case file A-Z by project title.	ARF-P	Send to HR after 12 years' accumulation.
6510	<u>Cooperative Research</u> Use for materials, reports, records, and formal/informal agreements and projects with colleges, universities, and other organizations. Case file A-Z by name of cooperator and/or project title.	ARF-P	Send to HR after 12 years' accumulation.
6515	<u>Land Resources</u> Case file A-Z by project title.	ARF-P	Send to HR after 12 years' accumulation.
1	<u>Forest Economics/Marketing Research</u>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<u>Forest Products/Engineering Research</u> Includes engineering systems research relating to logging transportation methods and techniques.	ARF-3	
3	<u>Forestry Research</u>	ARF-3	
4	<u>Nursery Experiments</u> Includes seed storage, planting methods, soil management, and seedling quality control.	ARF-3	
5	<u>Recreation Research</u>	ARF-3	
6	<u>Watershed Research</u>	ARF-3	
7	<u>Wildlife Research</u>	ARF-3	
6520	<u>Protection/Control</u> Case file A-Z by project title.	ARF-P	Send to HR after 12 years' accumulation.
1	<u>Forest Disease Research</u>		
2	<u>Forest Fire Research</u>		
3	<u>Forest Insect Research</u>		
4	<u>Noise Control Experiments</u>		
5	<u>Pesticide Experiments</u> Includes chemical compounds/mixtures/solutions to control insects, diseases, weeds, wildlife, and other undesirable plants, including liquid and solid preparations, and other toxic materials.		
6525	<u>Research/Experimental Programs</u> Use for correspondence relating to research proposals formulated for project approvals or disapprovals. <u>Note:</u> Establish appropriate project folder(s) when research proposal(s) or project(s) approved.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
6530	<u>Water Resources</u> Case file A-Z by project title.	ARF-P Send to HR after 12 years' accumulation.	
1	<u>Water Quality Research</u>		
2	<u>Water Management Experiments</u>		
3	<u>Wastewater Treatment Research</u>		
6535	<u>Other Research Activities</u> Includes research projects/programs which cannot be classified under air, land, and water resource research.	ARF-P Send to HR after 12 years' accumulation.	
7100	<u>AIR OPERATIONS</u> Use for correspondence relating to all phases of air operations, such as application of materials, reconnaissance, survey, scouting, smokejumping, and cooperative arrangements.	ARF-3	
7105	<u>Aerial Applications</u> Use for materials relating to aircraft application of materials used in forest protection and management activities.	ARF-3	
1	<u>Liquids(Spraying)</u> Including cascading and water dropping applications.	ARF-3	
2	<u>Solids(Dusting/Seeding)</u>	ARF-3	
7110	<u>Air Equipment</u> Use for correspondence relating to specially designed equipment for aerial applications and uses, such as airplanes, seaplanes, landplanes, helicopters, and other mandatory equipment required by FCC.	ARF-3	
7115	<u>Air Reconnaissance</u> Including scouting and survey.	ARF-3	
7120	<u>Cooperative Relations</u> Use for correspondence with federal, state, and local agencies, including private individuals or organizations, and private airline companies.	ARF-3	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
1	<u>Agreements</u>	Retain	3 years and until expiration of contract, then destroy.
125	<u>Flight Operations</u>	ARF-3	
130	<u>Ground Operations</u>	ARF-3	
135	<u>Smokejumping/Helijumping</u> Use for correspondence relating to the parachuting of fire-fighters for forest fire suppression activities.	ARF-3	
200	<u>FIRE MANAGEMENT</u> Use for correspondence relating to the prevention, detection, presuppression, and suppression of fires on state and private woodlands except federal military installations.	ARF-3	
	<u>Reports</u> Use for informational and statistical reports and summaries prepared for internal uses. (For administrative/annual reports, see file #1255.) File A-Z by report title.	ARF-3	
2	<u>Training</u>	ARF-3	
3	<u>Studies/Surveys</u> File A-Z by survey title.	ARF-6	
7205	<u>Prevention</u> Use for correspondence relating to fire prevention activities.	ARF-3	
1	<u>Plans</u> File A-Z by type of plan, such as state, federal, etc.	Retain	until superseded, then destroy.
7210	<u>Presuppression</u> Use for materials and reports relating to presuppression activities, including fire analyses.	ARF-6	
1	<u>Fire Danger Ratings/Indexes</u>		
2	<u>Fire Weather Forecastings</u>		

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
3	<p><u>Lists (Dispatcher Resource)</u></p> <p>Includes newspapers, radio stations, fire companies, police departments, courts, and other cooperative organizations, to be dispatched and mobilized for fire suppression activities. (For informational lists and directories, see file #6455-4.)</p>	Retain until superseded, then destroy	
4	<p><u>Plans</u></p> <p>File A-Z by type of plan, such as local, state, federal, etc.</p>	Retain until superseded, then destroy	
7215	<p><u>Detection</u></p> <p>Use for correspondence relating to fire detection activities by ground patrols, agency personnel, towermen, residents, travelers, volunteers, and other outside observers. (For aerial fire detection, see file #7115.)</p>	ARF-3	
1	<p><u>Plans</u></p> <p>File A-Z by type of plan as needed.</p>	Retain until superseded, then destroy	
7220	<p><u>Suppression</u></p>	ARF-3	
1	<p><u>Fire Organizations</u></p>	ARF-3	
2	<p><u>Plans</u></p> <p>File A-Z by type of plan, such as local, state, federal, etc.</p>	Retain until superseded, then destroy	
7225	<p><u>Cooperative Relations</u></p> <p>Use for correspondence with local, state, federal agencies, volunteer organizations, groups, individuals, police departments, etc., only. (For special emergency agreements, see file #6215.)</p>	ARF-3	
1	<p><u>Agreements</u></p> <p>File A-Z by agency, association, or individual.</p>	Retain 3 years and until expiration of contract, then destroy.	
7230	<p><u>Compacts</u></p> <p>Use for correspondence relating to cooperative compacts with various state and federal agencies for fire control activities. <u>Do not include signed compacts.</u> (For insect/disease control compacts, see file #7335-1.)</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1	<p><u>Compacts (Signed)</u></p> <p>File A-Z by compact, such as Interstate, Middle Atlantic, Northeastern, Southern, etc.</p>	Retain	3 years and until ex- piration of compact, then destroy.
7235	<p><u>Damages</u></p> <p>Use for correspondence relating to damages and injuries of forest and trees caused by harmful plants, fire, birds, animals, weather, and by man. (For damage by insects, diseases, bacteria, fungi, or air pollution, see file #7340.)</p> <p>File A-Z by type of damage, such as fire, snow, weed, wind, flood, animals, man, etc.</p>	ARF-3	
7240	<p><u>Equipment/Supplies</u></p> <p>Use for correspondence relating to equipment, supplies, and materials used in fire management activities.</p> <p>File A-Z by type of equipment or material as needed.</p>	ARF-3	
7245	<p><u>Fire Causes</u></p> <p>Use for correspondence relating to the various fire causes, such as railroads, campfires and smokers, debris burnings, recreationists, etc.</p> <p>File A-Z by type of fire cause(s).</p>	ARF-6	
7250	<p><u>Fire Danger Records</u></p> <p>Created and maintained for fire presuppression activities.</p>	ARF-6	
1	<p><u>Federal</u></p> <p>Compiled and maintained for U.S. Weather Bureau.</p>	ARF-6.	Send to U.S. Wea- ther Bureau after 6 years.
2	<p><u>State</u></p> <p>File A-Z by name of location or fire tower.</p>	ARF-3	
3	<p><u>Tower Records</u></p> <p>Maintained by towermen for fire detection activities.</p> <p>File A-Z by name of location or fire tower.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7255	<p><u>Firefighting Methods</u></p> <p>Use for correspondence relating to the various fire suppression methods, such as line firing, beating/raking out, use of chemicals, fire lanes/breaks, soil/dirt, and water.</p> <p>File A-Z by type of method as needed.</p>	ARF-3	
7260	<p><u>Firefighting Teams</u></p> <p>Use for correspondence relating to firefighting teams used for fire suppression activities.</p> <p>Case file A-Z by surname, name of organization, or volunteer.</p>	ARF-3	
1	<p><u>Forest Firefighters Service</u></p>	ARF-3	
2	<p><u>Forest Wardens</u></p>	ARF-3	
3	<p><u>Interstate Crews</u></p>	ARF-3	
4	<p><u>Peace Officers</u></p>	ARF-3	
5	<p><u>Regional Crews</u></p>	ARF-3	
6	<p><u>Registered Crews</u></p>	ARF-3	
7	<p><u>Volunteers/Other Groups</u></p>	ARF-3	
7265	<p><u>Fire Reports</u></p>	ARF-6	3
1	<p><u>Federal</u></p>	ARF-6	3
	<p>Includes copies of fire reports received by the agency.</p>		Cutoff annually.
	<p>File A-Z by title and year date.</p>		
2	<p><u>State</u></p>	ARF-3	
	<p>File A-Z by county, season, year date.</p>		
7270	<p><u>Fuel Management</u></p> <p>Use for correspondence relating to fuel treatment and other combustible materials; and management of natural fuel for fire hazard reduction activities. (For controlled burning, see file #5930A.)</p> <p>File A-Z by name of cooperator, permittee, region, or owner.</p>	ARF-6	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1)	(2)		
1	<p><u>Agreements</u></p>	Retain	3 years and until expiration of contract, then destroy.
2	<p><u>Burning Permits</u></p>	ARF-3	
3	<p><u>Plans (Burning)</u></p>	Retain	3 years and until expiration, then destroy.
275	<p><u>Preventive Measures</u></p> <p>Use for correspondence relating to permanent and temporary preventive measures used to reduce fire danger, or restrict fire spread.</p>	ARF-3	
1	<p><u>Open Air Fires</u></p> <p>Includes debris, brush, and grass burning to prevent fires caused by campers and smokers.</p>	ARF-3	
2	<p><u>Railroad Areas</u></p> <p>Includes clearing safety strips within rights-of-way.</p> <p>File A-Z by name of railroad.</p>	ARF-3	Cutoff annually.
3	<p><u>Refuse Dumps</u></p> <p>Including private, municipal, and county disposal sites and sanitary landfills. (Also see file #7800, and #7805.)</p>	ARF-3	
4	<p><u>Other Hazard Areas</u></p>	ARF-3	
300	<p><u>INSECT/DISEASE CONTROL</u></p>	ARF-3	
1	<p>Use for materials relating to the prevention, detection, evaluation, suppression, plans, surveys, projects, and programs for the control of forest insects and diseases on private, state, and federal woodlands, and (shade) trees in urban forests, parks, along roadways, and within rights-of-way.</p> <p><u>Reports</u></p> <p>Use for informational and statistical reports, records, or summaries prepared for internal uses or compiled for agency submission. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-6	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7305	<u>Prevention</u> Use for correspondence relating to regulatory measures, inspections, quarantines, and other measures to prevent the spread of insects and diseases in infested and infected areas and places.	ARF-3	
7310	<u>Detection</u> Use for correspondence relating to field surveillance for the detection of insects and diseases. (For aerial detection, see file #7115.)	ARF-3	
1	<u>Surveys</u> File A-Z by type of survey, such as oak wilt, gypsy moth, southern pine beetle, etc.	ARF-6	
7315	<u>Evaluation</u> Use for correspondence relating to control costs, effects, and results of infestation problems; threatened resource values; pesticide effectiveness; and seed and cone radiographings; and other related activities.	ARF-3	
7320	<u>Suppression</u> Use for correspondence relating to the protection of forests and trees from insects and diseases through biological, chemical, mechanical measures, insect/disease predators, and other related measures.	ARF-6	
1	<u>Biological Measures</u> Includes the use and development of viruses, pathogens, parasites, bacteria, and other insect predators to control insects and diseases.	ARF-6	
2	<u>Chemical Measures</u> Includes the use of pesticides, insecticides, fungicides, herbicides, bactericides, and other chemical solutions and preparations to control insect and disease infestations. (For pesticide/chemical application methods, see file #7605.)	ARF-6	
2-1	<u>Spraying</u>	ARF-3	
3	<u>Mechanical Measures</u> Includes the cutting, trapping, pruning, girdling, eradicating, burning, removing, etc., of trees infested/infected with insects/diseases, and other mechanical devices, such as pesto-lite, etc.	ARF-6	

CODE	DESCRIPTION/FILING INSTRUCTIONS	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
(1)	(2)		
4	<u>Other Measures</u>	ARF-6	
7325	<u>Control Programs</u> Includes organized projects to control specific insect or disease affecting private, state, or federal woodlands. Case file A-Z by project, such as bark beetles, casebearers, chestnut blight, fomes annosus, etc.	ARF-12	6
7330	<u>Cooperative Relations</u> Use for correspondence with local, state, federal agencies, other states, and/or organizations or individuals relating to cooperative control of insects and diseases.	ARF-3	
1	<u>Agreements</u> File A-Z by name of agency, association, cooperator, or individual.	Retain 3 years and until expiration of contract, then destroy.	
7335	<u>Compacts</u> Use for correspondence relating to the control of insect infestations across State lines which cause damage to agricultural crops and forest products/crops. Do not include signed compacts. (For forest fire compacts, see file #7230-1.)	ARF-3	
1	<u>Compacts(Signed)</u> File A-Z by compact, such as pest control compact, etc.	Retain 3 years and until expiration of compact, then destroy.	
7340	<u>Damages</u> Use for correspondence relating to damages and injuries of forests and trees caused by air pollutants, phototoxic pollutants, diseases, insects, and other organic or inorganic events. (For forest/tree damage by animals, harmful plants, weather conditions, or man, see file #7325.)	ARF-6	
1	<u>Air Pollution</u> Includes damage to forests and trees by air pollutants, and phototoxic pollutants, such as ozone, hydro carbons, sulfur dioxide, oxidants, fluorides, ethylene, oxides of nitrogen, ammonia, chlorine and hydrogen chloride, particulates, and other air pollutants. (For air pollution control, see file #3100.)	ARF-6	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
2	<u>Diseases</u>	ARF-6	
3	<u>Insects</u>	ARF-6	
4	<u>Other Agents</u> Including excessive heat, soil compaction, salt accumulation, etc.	ARF-6	
7345	<u>Pest Control Projects (PL-110)</u> (For other federally funded projects, see file #4125, #6120, #5920, and #5945, respectively.) File A-Z by project.	Retain 15 years and un-	til comple- tion of pro- ject, then destroy.
7400	<u>LAW ENFORCEMENT</u> Use for correspondence relating to the enforcement of natural resources laws and regulations, and other related investigations, including license/permit/contract compliance for the protection and control of Forest Service owned and controlled resources and activities.	ARF-3	
1	<u>Training</u>	ARF-3	
7405	<u>Arrests</u> Use for correspondence relating to persons arrested by forestry law enforcement personnel.	ARF-3	
7410	<u>Citations/Tickets</u> Use for citations/summons issued by law enforcement and other police personnel for various infractions affecting natural resources and other related violations. File A-Z by county, then by name of offender, or "unknown".	ARF-3	3
7415	<u>Confiscations</u> Use for correspondence relating to confiscated materials, such as weapons, rifles, pistols, drugs, alcohol, incendiary devices, stolen cars, etc.	ARF-3	
7420	<u>Cooperative Relations</u> Use for correspondence with local, county, state, and federal police departments and authorities, police associations and fra- ternal orders, and other law enforcement organizations or indi- viduals.	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7425	<p><u>Hearings</u></p> <p>Use for correspondence with offenders involving various functional violations and malpractices by licensees, lessees, and permittees, etc. (For functional violations, see file #7430.)</p> <p>File A-Z by licensee, lessee, or permittee, if necessary.</p>	ARF-3	and until settlement of violation or correction of malpractice, then destroy.
7430	<p><u>Investigation/Compliance</u></p> <p>Use for correspondence and investigations of specific functional violations or infractions, such as personnel, air, lands, and water resources, fire management, and other related items.</p> <p><u>Note:</u> Segregate contested cases, if necessary, and retain until settlement.</p>	ARF-3	
1	<p><u>Accidents</u></p> <p>Use for materials relating to motor vehicle/personal injuries and accidents within State property.</p>	ARF-3	
2	<p><u>Air Pollution</u></p> <p>Use for correspondence and investigations relating to specific air pollutants affecting forests and trees in private, public, and federal holdings.</p> <p>File A-Z by type of air pollutant.</p>	ARF-3	
3	<p><u>Bills of Sale</u></p> <p>Use for correspondence and investigations relating to the transportation of forest greens, boughs, trees, and other shrubs without bills of sale.</p>	ARF-3	
4	<p><u>Contracts</u></p> <p>Use for correspondence and investigations of specific/potential violations, infractions, or breaches of signed contracts, leases or agreements.</p>	ARF-3	
5	<p><u>Complaints</u></p> <p>Includes letters from public, woodland owners, urban/community residents, recreationists, and other individuals complaining against the agency, facilities, treatment, personnel, etc.</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency. Yrs. (3)	Send To SRC After Yrs. (4)
	<p><u>Note:</u> Investigated, cleared, or resolved complaints against forest personnel must be cross referenced to code #4245.</p>		
6	<p><u>Fires/Burnings</u></p> <p>Use for materials relating to illegal burnings, wildfires, fire causes, controlled burning operations, prescribed burnings, lighted cigars/cigarettes, etc.</p>	ARF-3	
7	<p><u>Licenses</u></p> <p>Use for correspondence and investigations of specific licensing violations by tree experts, forest product operators, sawmill operators, solid waste management, fraudulent and illegal practices by licensed and non-licensed individuals or operators, including liability to insurance policies.</p> <p><u>Note:</u> Segregate contested cases, if necessary, and retain until settlement.</p>	ARF-3	
8	<p><u>Off-Road Vehicles</u></p> <p>Use for correspondence relating to vehicle licenses, registrations, traffic and parking violations, spark arrestors, etc.</p>	ARF-3	
9	<p><u>Permits</u></p> <p>Use for correspondence and investigations of specific permit violations, such as special use, mineral exploration and extraction, utility preventive maintenance, timber cutting, roadside trimming, camping, building/construction, pesticide, burning, and other related permits.</p>	ARF-3	
10	<p><u>Personnel</u></p> <p>Includes pre-employment inquiries and reports; surveillance investigations to follow outside activities of suspected personnel; and medical investigations.</p> <p><u>Note:</u> Medical reports by DOP Medical Director must be included in the applicable individual folder. (See file #4245.)</p>	ARF-3	
11	<p><u>Property</u></p> <p>Includes correspondence relating to breaking, entering, and damaging of agency facilities, buildings, equipment, and other ground structures. (See file #1500-1.)</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
12	<u>Safety Strips</u> Use for correspondence and investigations of specific fire safety strip violations by railroads, landowners, and others.	ARF-3	
13	<u>Signs (Roadside Tree)</u> Use for correspondence relating to illegal posting of signs on trees and placing advertising boards or posts within public rights-of-way.	ARF-3	
14	<u>Solid Wastes</u> Use for correspondence and investigations relating to solid wastes, such as litter, pesticide containers, trash dumping, foodstuffs, paper debris, glass containers, tin cans, human wastes, slash, sludge, disposals, logging and sawmill refuses, and other discarded materials. File A-Z by type of waste.	ARF-3	
15	<u>Trespassing (Land)</u> Use for materials relating to forest entries without permits, such as meetings, exhibitions, demonstrations, boundary disputes, encroachments, and squatter rights of agency lands.	ARF-3	
16	<u>Water Pollution</u> Use for correspondence and investigations relating to specific water pollutants, contamination sources, and other pollutants affecting water quality, such as siltation, sedimentation, nutrients, chemicals, bacteriological effluents, sewage discharges, thermal, radioactivity, pesticides, detergents, oils, and non-point water pollution through silvicultural and forest management activities, including blocking streams with tops and slash. File A-Z by type of water pollutant.	ARF-3	
17	<u>Watershed</u>	ARF-3	
18	<u>Wildlife</u> Use for materials relating to out-of-season hunting, fishing, and trapping activities.	ARF-3	
19	<u>Other Functional Violations</u> File A-Z by type of violation.	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7435	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses. (For administrative/annual reports, and incident reports, see file #1255, and #1500-3.)</p>	ARF-3	
1	<p><u>Criminal Reports (MSP)</u></p> <p>Issued by Maryland State Police.</p> <p>File A-Z by report title and year date.</p>	ARF-3	
2	<p><u>Reports (Form #29's)</u></p> <p>File A-Z by report title.</p>	ARF-3	
3	<p><u>Summaries (Form #44's)</u></p>	ARF-3	
7440	<p><u>Warrants (Arrest)</u></p> <p>File A-Z by name of arrestee or detainee.</p>	Retain 3 years	and until a
			judication in
			district/
			circuit
			courts, then
			destroy.
7445	<p><u>Warning Tickets</u></p> <p>Includes warning tickets issued for various infractions and violations.</p> <p>File A-Z by county, then by name of offender, or "unknown".</p>	ARF-3	
7500	<p><u>NOISE CONTROL</u></p> <p>Use for materials relating to measurement, monitoring, abatement, and control of noise irritating human beings and disturbing wild-life environment, including decibel and sound level reduction through trees, shrubs, and other natural barriers, and noise standards. (For off-road vehicle regulation, see file #1300.)</p>	ARF-3	
7600	<p><u>PESTICIDE USE/CONTROL</u></p> <p>Use for correspondence relating to chemical substances or mixtures used in insect, disease, virus, bacteria, and plant and animal control within terrestrial and aquatic environments. Pesticides include: insecticides, fungicides, herbicides, nematocides, rodenticides, aquacides, bactericides, repellents, defoliants, fumigants, algaecides, plant regulators, desiccants, sterilants, disinfectants, diluents, attractants, baits, poisonings, surfactants, adhesives, preservations, and other liquid or solid preparations or solutions. (For wood preservatives, see file #5285; for animal repellents, see file #5905A; and for mechanical controls of insects, see file #7320-3.)</p>	ARF-3	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
1	<u>Reports</u> Use for informational and statistical reports, summaries, and records prepared for internal uses. (For administrative/annual reports, see file #1255.) File A-Z by report title.	ARF-3	
2	<u>Studies/Surveys</u> File A-Z by survey title.	ARF-3	
3	<u>Training</u>	ARF-3	
7605	<u>Application Methods</u> Use for correspondence relating to various manual and ground methods used to apply pesticides, including mixing and preparation of formulas. (For aerial application of materials, see file #7105.) File A-Z by type of method as needed.	ARF-3	
1	<u>Coating/Painting(Surface)</u>	ARF-3	
2	<u>Dusting</u>	ARF-3	
3	<u>Injecting(Plant/Soil)</u>	ARF-3	
4	<u>Mistblowing(Ground)</u>	ARF-3	
5	<u>Spraying</u>	ARF-3	
6	<u>Other Methods</u> Including fumigation, aerosols, gases, vapors, smoke, etc.	ARF-3	
7610	<u>Aquatic Applications</u> Use for materials relating to the use of pesticides to control aquatic plants and aquatic life in lakes, ponds, reservoirs, canals, still waters, shorelines, and other bodies of water.	ARF-3	
7615	<u>Cooperative Relations</u>	ARF-3	
1	<u>Agreements</u> File A-Z by name of cooperator.	Retain 3 years and until expiration of contract, then destroy.	

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7620	<p><u>Pesticide Categories</u></p> <p>Use for correspondence relating to the various types of pesticides used to control terrestrial and aquatic insects, diseases, and plants. (For aquatic nuisance control, see file #8205.)</p> <p>File A-Z by functional type, such as aquacides, insecticides, fungicides, herbicides, nematocides, rodenticides, etc.</p>	ARF-3	
7625	<p><u>Pesticide Equipment Supplies</u></p> <p>Use for correspondence relating to aerial, ground, manual or mechanical equipment used to spray, dust, dispense, or inject pesticides, fungicides, herbicides, and other mixtures, formulas, or solutions, including supplies.</p>	ARF-3	
7630	<p><u>Pesticide Registrations</u></p> <p>Use for correspondence relating to pesticide registrations required by federal and state authorities.</p>	ARF-3	
1	<p><u>Federal</u></p>	ARF-3	
2	<p><u>State</u></p>	ARF-3	
7635	<p><u>Permits</u></p> <p>File A-Z by name of custom applicator.</p> <p><u>Note:</u> For specific permit violations, see file #7430-9.</p>	Retain 3 years and until expiration of permit, then destroy.	
7640	<p><u>Restricted Pesticides</u></p> <p>Use for correspondence relating to state and federal restrictions, reviews, and approvals of pesticides and other hazardous substances used for insect, disease, plant, animal control activities, including terrestrial, and aquatic applications. (For aquatic applications, see file #7610.)</p>	ARF-3	
7700	<p><u>RECYCLING</u></p> <p>Use for correspondence relating to the recycling of solid, gaseous, and liquid wastes, such as slash, Christmas trees, etc. (For solid waste disposal, see file #7800.)</p>	ARF-3	

COL (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
7800	<p><u>SOLID WASTE MANAGEMENT</u></p> <p>Use for correspondence relating to the management, collection, storage, and disposal of solid wastes, such as trash and garbage, dump refuses, sanitary landfills, incinerators, junk yards, foodstuffs, paper debris, slash, pesticide containers, litter, tin cans, and other discarded materials.</p>	ARF-3	
7805	<p><u>Disposal Sites</u></p> <p>Use for correspondence with cities, towns, counties, and private individuals relating to the maintenance of proper disposal sites within agency-owned/controlled lands.</p> <p>File A-Z by name of site.</p>	ARF-3	
1	<p><u>Local Governments</u></p>	ARF-3	
2	<p><u>Private Individuals</u></p>	ARF-3	
7	<p><u>Licenses</u></p> <p>Use for correspondence with local governments and private individuals or organizations relating to licensing agreements for disposal of solid wastes within agency-owned/controlled lands. <u>Do not include signed agreements.</u> (For license violations, see file #7430-7.)</p>	ARF-3	
1	<p><u>Agreements</u></p> <p>File A-Z by name of agency or individual.</p>	Retain 3 years and until expiration of contract, then destroy.	
8100	<p><u>WATER MANAGEMENT</u></p> <p>Use for materials relating to water management activities through permanent and temporary control structures and measures, including retardation, detention, storage, and other water control devices used to hold, retain, alter, or obstruct flood waters and protect soils. (For actual or assigned engineering projects, see file #6315 or #6320.)</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send SRC After Yrs (4)
8105	<p><u>Obstructions</u></p> <p>Use for materials relating to the detention, protection, and control of flood waters and soils through permanent and temporary obstructions and measures, such as dams, gabions, ditches, water bars, deposits, fences, and other devices used to check runoff and erosion.</p> <p>File A-Z by type of activity.</p> <p><u>Do not include materials of engineering nature.</u> (For actual or assigned engineering projects, see file #6315 or #6320.)</p>	ARF-3	
8110	<p><u>Physical Alterations</u></p> <p>Use for correspondence relating to physical alterations of water runoff, course, direction, and flow through canals, dredgings, submerged crossings, channel changes, enlargements, sand blankets, imbankments, etc.</p> <p>File A-Z by type of activity. <u>Do not include materials of engineering nature.</u> (For actual, assigned, or approved engineering projects, see file #6315 or #6320.)</p>	ARF-3	
8200	<p><u>WATER QUALITY</u></p> <p>Use for correspondence relating to water quality standards, specifications, certifications, investigations, surveillance, compliance, and other related water pollution activities.</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, and summaries prepared for internal uses. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	
8205	<p><u>Aquatic Nuisance Control</u></p> <p>Use for correspondence relating to the control of undesirable weeds, algae, swimmers' itch, and other water plants through chemical measures. (For pesticide applications, see file #7620.)</p>	ARF-3	
8210	<p><u>Cooperative Relations</u></p> <p>Includes general correspondence <u>only</u>.</p> <p>1 <u>Agreements</u></p> <p>File A-Z by name of cooperator.</p>	ARF-3	Retain 3 years and til expiration of contract then dest.

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
3215	<u>Planning</u> Use for correspondence, water quality plans, surveys, and studies created or received by the agency.	ARF-6	
3220	<u>Projects(PL-500)</u> Case file A-Z by project.	Retain 6 years and until completion of project, then destroy.	
3225	<u>Sediment Control Programs</u> Use for materials, plans, records, and reports relating to sediment control programs established by county jurisdictions and instituted to control non-point sources of water pollution caused by silvicultural and forest management activities. Case file A-Z by county.	ARF-6	
3230	<u>Standards/Specifications</u> Use for correspondence relating to the protection of present and future water uses through water quality standards, specifications, and water zones.	ARF-3	
3235	<u>Surveillance</u> Use for correspondence and data relating to monitoring of water quality, including reports and samplings.	ARF-3	
3240	<u>Water Analysis Equipment</u> Use for correspondence relating to equipment used in water quality analyses.	ARF-3	
3300	<u>WATER SUPPLY SYSTEMS</u> Use for correspondence relating to private, public, and municipal water supply systems, including municipal water supply projects.	ARF-3	
3305	<u>Municipal</u>	ARF-3	
3310	<u>Private</u>	ARF-3	
3315	<u>Public</u> Use for correspondence relating to municipalities where water comes from public lands.	ARF-3	

FILES MAINTENANCE/DISPOSITION MANUAL

CODE (1)	DESCRIPTION/FILING INSTRUCTIONS (2)	Retain At Agency Yrs. (3)	Send To SRC After Yrs. (4)
8320	<p><u>Municipal Projects</u></p> <p>Use for materials, work/management plans, projects, reports, such as Frederick, Frostburg, Hagerstown, Thurmont, etc.</p> <p>Case file A-Z by project.</p>	Retain	6 year and until completion of project, the destroy.
8400	<p><u>WASTEWATER TREATMENT</u></p> <p>Use for correspondence relating to treatment or storage of water-carried wastes. (For investigation/compliance, see file #7430-16 or #7430-17.)</p>	ARF-3	
1	<p><u>Reports</u></p> <p>Use for informational and statistical reports, summaries, and records prepared for internal uses or received by the agency. (For administrative/annual reports, see file #1255.)</p> <p>File A-Z by report title.</p>	ARF-3	
8405	<p><u>Cooperative Relations</u></p> <p>Use for materials, work plans, and reports, and cooperative projects with local governments relating to the disposal of treated industrial wastes and sewage effluents.</p> <p>Case file A-Z by name of cooperator, or project, such as St. Charles Irrigation.</p>	ARF-3	
8410	<p><u>Treatment/Storage</u></p> <p>Use for correspondence relating to water pollution control through waste water treatment activities, processes and programs.</p>	ARF-3	
1	<p><u>Industrial Wastes</u></p> <p>Includes water-carried waste substances from industrial, manufacturing, trade, business, and development of natural resources, including animal wastes.</p>	ARF-3	
2	<p><u>Sewage</u></p> <p>Includes water-borne human wastes from residences, buildings, industrial establishments, municipal installations, storm waters, and other places.</p>	ARF-3	